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

*DEPARTMENT OF THE AIR FORCE*
*MANUAL 36-2806*

***27 OCTOBER 2022***

*Incorporating Change 3, 13 AUGUST 2025*

***446TH AIRLIFT WING***
***Supplement***

***21 AUGUST 2026***

***Personnel***

# *MILITARY AWARDS CRITERIA AND PROCEDURES*

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

**RELEASABILITY:** There are no restrictions to release this publication

---

OPR: AFPC/DP3SP — Certified by: SAF/MR

Supersedes: AFMAN36-2806, 10 June 2019 — Pages: 234

**(446AW)**

OPR: 446 AW/SE — Certified by: 446 AW/CC (Colonel Joseph M. Vanoni)

Supersedes: 446AWI36-2802, 6 December 2022 — Pages: 234

---

This manual implements Department of the Air Force Policy Directive (DAFPD) 36-28, *Awards Program*, and is consistent with Department of the Air Force Instruction (DAFI) 36-2803, *Military Decorations and Awards Program*. This manual governs the criteria and processing procedures for Department of the Air Force (DAF) awards and applies to uniformed members of the United States Space Force, the Regular Air Force, the Air Force Reserve, and the Air National Guard. In collaboration with the Chief of Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), and the Space Force Deputy Chief of Space Operations for Personnel (SF/S1), the Air Force Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for the awards program. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer

recommended changes and questions about this publication to the office of primary responsibility (OPR) using DAF Form 847, *Recommendation for Change of Publication*; route DAF Form 847 from the field through the appropriate functional chain of command to Headquarters Air Force Personnel Center (AFPC) Promotions, Evaluations and Recognitions Policy Branch (AFPC/DP3SP), 550 C Street, JBSA-Randolph, TX 78150 or **afpc.dp3sp.workflow@us.af.mil**. This publication may be supplemented at any level; but supplements that directly implement this publication must be routed to AFPC/DP3SP for coordination and all major command (MAJCOM) or field command (FLDCOM) level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. The authorities to waive wing, delta, or unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures,* for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, through the applicable MAJCOM or FLDCOM for staffing to AFPC/DP3S for final decision on non-tiered compliance items. This manual requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Instruction (DoDI) 5400.11, DoD Privacy and Civil Liberties Programs. The applicable SORN F036 AFPC V, Awards and Decorations, is available at **http://dpclo.defense.gov/Privacy/SORNs.aspx**. Compliance with the attachments in this publication is mandatory. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**(446AW) This supplement implements and extends the guidelines of Department of the Air Force Manuel (DAFMAN) 36-2806, *Military Awards: Criteria and Procedures, dated 27 October 2022***. It establishes procedures for identifying and recognizing those individuals and units who promote and emphasize safety within the 446TH Airlift Wing (446 AW). It applies to all personnel, civilian and military, assigned to the 446 AW. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Department of the Air Force Form (DAF Form) 847, *Recommendation for Change of Publication*; route DAF Form 847 from the field through the appropriate functional chain of command to Headquarters Air Force Personnel Center (AFPC) Promotions, Evaluations and Recognitions Policy Branch (AFPC/DP3SP), 550 C Street, JBSA-Randolph, TX 78150 or **afpc.dp3sp.workflow@us.af.mil**. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

## *SUMMARY OF CHANGES*

This interim change revises DAFMAN 36-2806 by changing the name of the Twelve Outstanding Airmen of the Year Award Program throughout the manual to the Outstanding Airmen of the Year Award Program; updates the role and submission requirements for the 811th Force Support Squadron (paragraphs **1.2.19** and **A3.5.2.7**), the awards processed in the myDecs application

(paragraphs **2.3** and **A6.1.1**), and guidance for PCS and PCA recommendations (**paragraph 2.15.1**); adds a cross reference to individual entitlement to unit awards (**paragraph 3.7.1**); updates submission procedures (**paragraph 5.2**) and policy on receipt of U.S. non-military awards (paragraphs **6.3.1**, **6.3.1.1**, **6.3.1.2**, **6.3.2**, **6.3.2.1**, **6.3.2.2**, **6.3.3**, **6.3.3.1**, and **6.3.3.2**); adds previously omitted authority for the Remote "R" device (paragraphs **A2.14.3.2** and **A2.15.2.2**); updates guidance for retirement decorations (**paragraph A5.1.1.4**); deletes tables and adds a cross reference to the information previously contained in the deleted tables (paragraphs **A13.11.1** and **A13.13.1.5**., Tables **A13.10** and **A13.11**); updates the Air and Space Campaign Medal Designated Operations (**Table A14.3**), the Developmental Special Duty Ribbon, the Small Arms Expert Marksmanship Ribbon, and the title of the Air Force Reporting Identifier 99G (paragraphs **A2.14.1.6** and **A2.15.1.9**); and changes the name of Thule Air Base to Pituffik Space Base (paragraphs **A14.12.3.2** and **A16.3**.). A margin bar (|) indicates newly revised material.

**(446AW)** This document has been revised and should be completely reviewed. 446AW. The Chief, 446th Airlift Wing Safety (446 AW/SE), is responsible for Safety Awards program management. All Annual Safety Awards should be presented by the 446th Airlift Wing Commander (446 AW/CC) or designated representative. All other Safety Awards have the option to be presented by the 446th Airlift Wing Commander, the associated Squadron Commander, or by one of the 446 AW Safety Team.

**Chapter 1—INTRODUCTION** **7**

1.1. Overview. 7

1.2. Roles and Responsibilities. 7

**Chapter 2—PERSONAL MILITARY DECORATIONS** **13**

2.1. Background. 13

Section 2A—General Information 13

2.2. Order of Precedence. 13

2.3. MyDecs Application. 13

2.4. Administrative Orders. 13

2.5. Procuring Certificates, Medals, and Streamers. 13

2.6. Replacing Certificates. 13

2.7. Replacing Medals. 14

2.8. Engraving Medals. 14

2.9. Public Display of Awards. 14

2.10. Verifying Prior Awards. 15

2.11. Records Management. 15

Section 2B—Time Limitation 15

2.12. Time Limitation. 15

2.13. Requesting Statutory Time Waiver. 15
Table 2.1. Recommendation Checklist. 16
2.14. Sources of Information. 16
Section 2C—Criteria and Eligibility 17
2.15. General Information. 17
2.16. Criteria. 17
2.17. Eligibility. 17
2.18. Who Can Recommend. 19
2.19. Submitting a Recommendation. 19
2.20. Duplicate Recognition. 20
2.21. Honorable Service Requirement. 20
2.22. Basis (Condition) for Personal Military Decorations. 20
2.23. Approval and Disapproval Authority. 23
Table 2.2. Approval Authority for Reservists. 24
2.24. Increase in Retirement Pay Based on Extraordinary Heroism. 25
2.25. Reconsiderations and Upgrades. 25
2.26. Presentation. 25
2.27. Revocation. 26
2.28. Refused Decorations. 26
Section 2D—Decorations and Awards Arising from Combat Conditions, International Terrorists, Foreign Terrorist Organizations, and International Incidents 26
2.29. Combat Conditions. 26
2.30. International Terrorists, Foreign Terrorist Organizations, and International Incidents. 26
**Chapter 3—UNIT AWARDS 27**
3.1. General Information. 27
3.2. Limitations. 27
3.3. Approval Authority. 27
3.4. Reconsiderations. 28
3.5. Unit Awards Arising from Combat Operations. 28
3.6. Sharing Approved Unit Awards. 28
3.7. Individual Entitlement to Unit Awards. 28

**Chapter 4—CAMPAIGN, EXPEDITIONARY, AND SERVICE AWARDS 30**

4.1. Background. ..... 30

4.2. General Information. ..... 30

4.3. Submitting a Request. ..... 31

4.4. Requests for Veterans and Deceased Members. ..... 31

4.5. Exception to policy. ..... 31

**Chapter 5—AWARDS FOR VETERANS 32**

5.1. Background. ..... 32

5.2. Submitting Recommendations. ..... 32

5.3. Verification of Entitlements. ..... 32

Figure 5.1. Addresses of the Military Departments. ..... 33

5.4. Correction of Military Records. ..... 33

5.5. Veterans ..... 33

5.6. Correction of Decorations. ..... 34

**Chapter 6—RECEIPT OF NON-DAF AWARDS 35**

6.1. General Information. ..... 35

6.2. Other Military Departments' Awards. ..... 35

6.3. U.S. Non-Military Awards. ..... 35

6.4. Foreign and International Awards. ..... 36

**Chapter 7—SPECIAL TROPHIES AND AWARDS 38**

7.1. Purpose ..... 38

7.1. (446AW) Purpose. ..... 38

7.2. Background. ..... 38

7.3. General Information. ..... 38

7.4. Special Trophies and Awards Managed by AFPC ..... 40

7.5. Establishing Special Trophies and Awards. ..... 40

7.6. Recognition by DoD and other Federal Agencies. ..... 42

**Chapter 8—LAPEL BUTTONS AND OTHER AWARDS 43**

8.1. Air Force Lapel Button. ..... 43

8.2. Other Lapel Buttons. ..... 43

8.3. Cold War Recognition Certificate. ..... 43

8.4. Military Working Dog Handler Certificate of Commendation. ..... 43

8.5. Atomic Veterans Service Certificate. ..... 44
8.6. Certificate of Commendation. ..... 44
8.7. Certificate of Achievement. ..... 44
8.8. Commemorative Medals. ..... 44
8.9. One-Time Recognition Awards. ..... 44

**Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 47**

**Attachment 2—CRITERIA--PERSONAL MILITARY DECORATIONS 63**

**Attachment 3—PREPARING, SUBMITTING, AND CANCELLING RECOMMENDATIONS 85**

**Attachment 4—PREPARATION AND DISTIBUTION OF CERTIFICATES, CITATIONS, AND SPECIAL ORDERS 90**

**Attachment 5—PREPARING CITATIONS 102**

**Attachment 6—MYDECS APPLICATION 110**

**Attachment 7—PREPARING NOMINATIONS FOR SPECIAL TROPHIES AND AWARDS 111**

**Attachment 8—U.S. CIVILIANS, FOREIGN NATIONALS AND FOREIGN MILITARY PERSONNEL 113**

**Attachment 9—UNIT AWARD CRITERIA 123**

**Attachment 10—CAMPAIGN PARTICIPATION CREDIT, ASSAULT LANDING CREDIT, AND UNIT STREAMERS 128**

**Attachment 11—AUTHORIZED FOREIGN SERVICE AND UNIT AWARDS 131**

**Attachment 12—PREPARING AND PROCESSING AWARDS FOR VALOR 136**

**Attachment 13—DOD CAMPAIGN, EXPEDITIONARY AND SERVICE AWARDS CRITERIA 161**

**Attachment 14—DAF CAMPAIGN, EXPEDITIONARY AND SERVICE AWARDS CRITERIA 192**

**Attachment 15—PREVIOUS ERA CAMPAIGN, EXPEDITIONARY AND SERVICE AWARDS 215**

**Attachment 16—DEVICES 230**

# Chapter 1

# INTRODUCTION

## 1.1. Overview.

1.1.1. This publication establishes guidance and procedures for processing awards (including personal military decorations) and special trophies. DAF personnel and units at all levels must ensure compliance with this publication.

1.1.2. DAF awards are designed to recognize sustained and superior performance demonstrated by individuals and units. Commanders use personal military decorations; campaign, expeditionary, and service awards; and unit awards to recognize meritorious or outstanding service, as well as excellence above and beyond the actions of others.

1.1.3. Personal military decorations and unit awards are processed using a 3-step process: proper recommendation and submittal into official channels, approval of the recommendation, and presentation of the approved award.

1.1.4. Campaign, expeditionary, and service awards typically do not enter the 3-step process, as they are considered awards of entitlement that are automatically awarded based on meeting the established criteria.

1.1.5. Awards contained in this publication are not used to recognize military service animals, (e.g., K-9 dogs and horses). **(T-0)** The exception is provided in **paragraph 8.4**.

1.1.6. In accordance with 10 United States Code (USC) Section 1136, no military award (including personal military decorations), including a medal, cross, or bar, or an associated emblem or insignia (e.g., device), may be awarded or presented to an individual, or a representative of the individual, if the individual's service after the act, achievement, or service being recognized has not been honorable. **(T-0)**

1.1.7. **Inter-Service Transfers.** Awards (including decorations and badges) earned while a member of another Military Department, prior to transferring to DAF, will not be converted to an equivalent DAF award. Refer to DAFI 36-2903, *Dress and Personal Appearance of Air Force and Space Force Personnel*, for policy on wearing awards from another military service.

1.1.8. Use of awards boards is optional. Awards authorities may use a board to advise them on appropriate levels of recognition.

## 1.2. Roles and Responsibilities.

1.2.1. **Secretary of the Air Force (SecAF).**

1.2.1.1. Approves proposals pertaining to this publication that are not already in existence.

1.2.1.2. Endorses nominations requiring approval by the Secretary of Defense (SECDEF) and the President of the United States (POTUS).

1.2.2. **Chief Master Sergeant of the Air Force (CMSAF).** Chairs the Outstanding Airmen of the Year and First Sergeant of the Year awards boards; boards consist of four MAJCOM or Combatant Command designated Chief Master Sergeants.

1.2.3. **Vice Chief of Space Operations (VCSO).** Chairs the Polaris Awards board.

1.2.4. **Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR).** Approves policy changes pertaining to this publication consistent with existing legislation and DoD policies.

1.2.5. **Assistant Secretary of the Air Force for International Affairs (SAF/IA).** The Foreign Liaison Office (FLO) processes non-combat related recommendations for foreign military members.

1.2.6. **Deputy Assistant Secretary of the Air Force for Force Management Integration (SAF/MRM).** Provides monthly valor awards updates to DoD.

1.2.7. **Director of Air Force Military Force Management (AF/A1P).** Under the authority and direction of the AF/A1, collaborates with SAF/MRM and the Director of Space Force Military Policy and Management (SF/S1P) on the development of awards policies.

1.2.7.1. Directs, monitors and assesses Air Force and Space Force implementation of the policies.

1.2.7.2. Collaborates with the Office of the Secretary of Defense, Joint Staff, other Military Departments, other federal agencies, and non-federal entities as necessary.

1.2.8. **Director of Space Force Military Policy and Management (SF/S1P).** Under the authority and direction of the SF/S1, collaborates with SAF/MRM and AF/A1P on the development of awards policies.

1.2.8.1. Directs, monitors, and assesses Space Force implementation of the policies.

1.2.8.2. Collaborates with the Office of the Secretary of Defense, Joint Staff, other Military Departments, other federal agencies, and non-federal entities as necessary.

1.2.9. **Air Force Deputy Chief of Staff for Operations (AF/A3).** Coordinates on requests to establish and designate mission profiles for the Air Medal (AM) and Aerial Achievement Medal (AAM); and duty positions and mission profiles for the Combat Readiness Medal (CRM).

1.2.10. **Air Force Deputy Chief of Staff for Strategic Deterrence and Nuclear Integration (AF/A10).** In collaboration with SAF/MRM, AF/A1P, and SF/S1P, approves and disapproves duty positions and mission profiles for the Nuclear Deterrence Operations Service Medal.

1.2.11. **Director of Legislative Liaison (SAF/LL).**

1.2.11.1. Submits statutory time waiver requests to Congress, when required.

1.2.11.2. For approved Medal of Honor (MOH), Air Force Cross (AFC), and Silver Star (SS), notifies the recipients' congressional delegation (see **Attachment 12**).

1.2.12. **Director, Air Force Review Boards Agency.**

1.2.12.1. Signs certificates in collaboration with Commander, Air Force Personnel Center, for the Distinguished Service Medal (DSM) for recipients in the grades of O-7 and O-8, Legion of Merit (LOM), and all other lower-level decorations approved by the Secretary of the Air Force Decorations Board and the Air Force Board for Correction of Military Records (AFBCMR).

1.2.12.2. Determines creditable U.S. military service for U.S. civilians applying for military awards.

1.2.13. **Secretary of the Air Force Decorations Board.** Managed by the Air Force Review Board Agency (SAF/MRB).

1.2.13.1. Evaluates and renders decisions (approve, disapprove, downgrade, or upgrade) on awards requiring SecAF's approval, except the AFC, Purple Heart (PH), and Presidential Unit Citation (PUC).

1.2.13.2. Provides recommendations to SecAF on nominations for the MOH, AFC, PUC, and other awards as required.

1.2.13.3. Drafts statutory time waivers when required.

1.2.13.4. Determines enlisted entitlement to an increase in retirement based on receipt of certain decorations.

1.2.13.5. Evaluates and submits findings from annual award reports to SAF/MR for action (if needed).

1.2.13.6. Provides advisory opinion to the AFBCMR.

1.2.13.7. Reviews certain valor decorations approved by commanders with delegated authority from SecAF. Refer to paragraph 2.4 in DAFI 36-2803.

1.2.13.8. Processes recommendations for foreign military members.

1.2.14. **Commander, Air Force Personnel Center (AFPC).** Manages the operation of the awards program and composes and disseminates guidance and procedures.

1.2.14.1. Coordinates and staffs nominations and proposals pertaining to this publication; and collaborates with AF/A1P and SF/S1P.

1.2.14.2. Signs certificates in collaboration with the Director, Air Force Review Boards Agency, for the DSM for recipients in the grades of O-7 and O-8, LOM, and all other lower-level decorations approved by the Secretary of the Air Force Decorations Board and the AFBCMR.

1.2.14.3. Serves as time limitation waiver authority, except where restricted by statute.

1.2.14.4. Provides advisories to the AFBCMR.

1.2.14.5. Responds to inquiries pertaining to this publication.

1.2.14.6. Maintains historical awards policy files, including DAF MOH Rolls and official records sets of publications and forms.

1.2.14.7. Obtains concurrence for DAF awards to members and units of the other Military Departments; and provides concurrence to the other Military Departments for their awards to DAF members and units.

1.2.14.8. Manages the operation of the special trophies and awards program (except functional awards) and disseminates execution guidance and submission procedures.

1.2.14.9. Provides direction, guidance, and advice to MAJCOMs and FLDCOMs.

1.2.14.10. Manages the special trophies and awards online database at **https://access.afpc.af.mil/** and provides customer support.

1.2.14.11. Manages the board process for special trophies and staffs board recommendations for approval.

1.2.14.12. Coordinates and staffs board recommendations for special trophies and awards.

1.2.14.13. Administers and manages the DAF Purple Heart Review Board.

1.2.14.14. Consolidates and provides to the Secretary of the Air Force Decorations Board an annual awards report.

1.2.14.15. Provides replacement certificates and medals to veterans or the primary next of kin (PNOK).

1.2.14.16. Processes nominations for USSF members originating from DoD and its agencies, the Joint Staff, joint and unified commands or units, and federal agencies outside of DoD. This responsibility includes nominations for personal military decorations where approval authority has not been delegated.

1.2.15. **Headquarters Air Force (HAF) Functional Area Manager.** Manages their functional community awards (refer to **paragraph 7.5.1.4**.).

1.2.15.1. Announces annual calls for nominations to their functional communities (includes instructions and criteria) and the overall winners.

1.2.15.2. Provides written notification to the winner's military personnel flight for a Military Personnel Data System (MilPDS) update and filing in the military personnel record.

1.2.15.3. Maintains currency of the functional-specific awards listed in the special trophies and awards online database at **https://access.afpc.af.mil/Trophies/searchtrophies.aspx**.

1.2.16. **MAJCOMs and FLDCOMs.**

1.2.16.1. Manages their special trophies and awards (refer to **paragraph 7.5.1.3**.).

1.2.16.2. Maintains currency of their awards listed in the special trophies and awards online database at **https://access.afpc.af.mil/Trophies/searchtrophies.aspx**.

1.2.16.3. Endorses nominations requiring high-level decision.

1.2.17. **Air Force District of Washington (AFDW).** Processes nominations for United States Air Force (USAF) members originating from DoD and its agencies, the Joint Staff, joint and unified commands or units, United States Space Force (USSF) at HAF, and federal agencies outside of DoD. This responsibility includes nominations for personal military decorations where approval authority has not been delegated (refer to Table 2.2 in DAFI 36-2803).

1.2.18. DELETED

1.2.19. **811th Force Support Squadron (811 FSS).** Processes personal military decorations for members assigned to the SAF/OS, SAF/US, AF/CC, SF/CSO, AF/CV, SF/VCSO, SAF/DS, AF/DS, SF/DS, AF/CCC, and SF/CMSSF; decorations for the MAJCOM and FLDCOM commanders; retirement DSM recommendations for general officers assigned to HAF (including their Field Operating Agencies (FOA) and Direct Reporting Units (DRU)), general officers not falling under a MAJCOM or FLDCOM, the CMSAF, and the Chief Master Sergeant of the Space Force (CMSSF); and DSM and LOM recommendations from Air Staff directorates headed by a Major General or below (or an equivalent civilian leader).

1.2.20. **Commanders and Directors.** Ensures the integrity of the awards program.

1.2.20.1. May nominate as warranted, individuals, units, or teams for recognition in accordance with this publication.

1.2.20.2. DAF Higher Commands (HAF, MAJCOM, FLDCOM, etc.).

1.2.20.2.1. Establishes command standards, administrative requirements, awards processing procedures, and award justification formats consistent with this manual.

1.2.20.2.2. Prepares a supplement documenting command requirements and procedures, and notifies AFPC/DP3SP (**afpc.dp3sp.workflow@us.af.mil**) within 30-days of the action.

1.2.20.2.3. Reviews and processes award recommendations and prepares, retains or disposes, and distributes award elements.

1.2.20.2.4. Approves establishment and designation of mission profiles for the AM and AAM, and duty positions and mission profiles for the CRM, after obtaining AF/A3 coordination.

1.2.20.2.5. Submits requests to AFPC/DP3SP for establishment and designation of duty positions and mission profiles for the Nuclear Deterrence Operations Service Medal.

1.2.20.2.6. Answers questions and resolves matters involving awards from subordinate units and organizations.

1.2.20.3. Wing and Delta. Authorities in **Chapter 2** apply to the commander, deputy commander, civilian leader, or other individuals with wing or delta equivalent status or authority. If required, the MAJCOM or FLDCOM commander determines which individual(s) is equivalent to a wing or delta commander.

1.2.20.4. Group. Authorities in **Chapter 2** apply to group commander, deputy group commander, civilian leaders in group commander positions, or other individuals with group equivalent status or authority. If required, the wing commander determines which individual(s) is equivalent to a group commander.

1.2.20.5. Squadron. Authorities in **Chapter 2** apply to squadron commander or other individuals with squadron equivalent status or authority. If required, the wing commander determines which individual(s) is equivalent to a squadron commander.

1.2.20.6. First Sergeant and Senior Enlisted Leader. Ensure the quality of submissions for enlisted members' nominations.

1.2.20.7. Immediate Supervisor. Ensure the actions upon which the recommendation is based fully meet the award criteria.

1.2.21. **Military Personnel Flight.** Serves as the focal point for questions and matters relating to this publication.

1.2.21.1. Ensures the commander support staff manages, monitors, and resolves issues within their assigned unit.

1.2.21.2. Manages the awards information technology (IT) platform for all serviced units and personnel.

1.2.21.3. Maintains adequate supply of DoD and DAF medals, ribbons, and devices and provides initial issue to eligible recipients. **(T-2)**

1.2.22. **Individual Member.** Retains the original award elements for their records and ensures the award is reflected in their military personnel record, when applicable.

1.2.22.1. Ensures the Officer Selection Record Group or Senior Noncommissioned Officer Selection Record, used for promotion consideration, contains the appropriate award documents. **(T-3)**

1.2.22.2. Submits a request to accept and retain a foreign award. **(T-3)**

1.2.22.3. Notifies the military personnel flight when awarded two or more awards for the same act, service, or achievement.

1.2.22.4. Researches this publication and other references to identify awards the member may be entitled to and reports findings to the military personnel flight for updating. **(T-3)**

1.2.22.5. Ensures entitled awards are reflected, at time of separation or retirement, on the DD Form 214, *Certificate of Release or Discharge from Active Duty*. **(T-3)**

1.2.22.6. Contacts their chain of command, commander support staff, or servicing military personnel flight with questions about the awards program. **(T-3)**

# Chapter 2

# PERSONAL MILITARY DECORATIONS

**2.1. Background.** This chapter outlines governing laws and prescribes SecAF policies. Personal military decorations are intended to promptly and publicly recognize a member for valor, meritorious service, or achievement under combat conditions, remote impacts on combat operations, non-combat heroism, or non-combat meritorious service or achievement.

## *Section 2A—General Information*

**2.2. Order of Precedence.** Personal military decorations listed in **Attachment 2** of this publication and Table 2.2 in DAFI 36-2803, are in order of precedence. Also refer to DAFI 36-2903, *Dress and Personal Appearance of Air Force and Space Force Personnel*.

**2.3. MyDecs Application.** Recommendations for the Meritorious Service Medal (MSM), AM, AAM, Air and Space Commendation Medal (ASCOM), Air and Space Achievement Medal (ASAM), Humanitarian Service Medal, Military Outstanding Volunteer Service Medal (MOVSM), CRM, Remote Combat Effects Campaign Medal (RCECM), Nuclear Deterrence Operations Service Medal (NDOSM), and the Developmental Special Duty Ribbon (DSDR) for currently serving DAF members are processed in myDecs. Refer to **Attachment 6**.

**2.4. Administrative Orders.** Administrative orders are written directives, published by a commander or other competent authority, to announce approval of certain personal military decorations and unit awards.

2.4.1. **Special Orders.** "G" series special orders are issued by the approval authority to announce approved decorations and unit awards. Refer to **Attachment 4**.

2.4.2. **DAF General Orders.** General Orders are issued by DAF to confirm personal military decorations and awards approved by POTUS, SECDEF, and SecAF; combat related personal military decorations and unit awards approved for DAF members or units by the Secretaries of the other Military Departments; and campaign participation credit granted by authorized commanders.

**2.5. Procuring Certificates, Medals, and Streamers.** Units may order certificates, medals, and streamers as follows: certificates online from the Department of the Air Force Order Portal at **https://www.orderportal.army.mil/**; medals, ribbons, and devices online from the Procurement Integrated Enterprise Environment Single Sign-On capability at **https://piee.eb.mil/**; and streamers from the Air Force Clothing and Textiles (refer to **Attachment 10**).

2.5.1. Do not purchase these items commercially, unless authorized in this publication. **(T-0)**

2.5.2. The DoD and DAF do not issue certificates, medals, ribbons, emblems, devices, and badges awarded by foreign governments. These items may be available commercially at the individual's expense.

**2.6. Replacing Certificates.** Any service member, veteran, or PNOK may request in writing a replacement certificate when the original certificate was lost or destroyed.

2.6.1. Service members currently serving submit requests through their current chain of command to the decoration approval authority for which the certificate is required. Each request should include a copy of the special order announcing the personal military decoration.

2.6.2. Veterans or their PNOK, refer to **Chapter 5**.

2.6.3. When replacing a certificate, enter the current date on the certificate below the printed statement, "Given Under My Hand." Annotate at the bottom of the certificate the original order number with 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.

**2.7. Replacing Medals.** Replacement medals (including ribbons, clasps, stars, and similar devices) are issued pursuant to 10 USC § 9281. Award recipients (or their representative) may receive a one-time replacement medal, without charge, if the previously issued medal is lost, destroyed, or rendered unfit for use, without fault or neglect on the part of the recipient or their representative.

2.7.1. Service members currently serving request replacement medals from their servicing military personnel flight.

2.7.2. Veterans or their PNOK, refer to **Chapter 5**.

2.7.3. Miniature medals are not replaced by DAF. However, they may be available for purchase from commercial sources at the requestor's expense.

**2.8. Engraving Medals.** Medals are not engraved for living recipients, except for the MOH, AFC and medals for foreign nationals and foreign military members. **(T-2)** For posthumous personal military decorations, engrave valor decorations, the PH, and the Prisoner of War (POW) Medal. **(T-2)** The engraving is in capital letters and contains the awardee's grade (abbreviated), first name, middle initial, last name, and branch of service.

**2.9. Public Display of Awards.** Public institutions (e.g., state or local government funded, museums, libraries, historical societies, and Chambers of Commerce type organizations), military welfare societies, and DoD and U.S. government agencies may request DAF awards (i.e., medals, ribbons, etc.) for display. Visual aids of awards, such as pictures and posters, do not require authorization to display.

2.9.1. Awards authorized for display remain the property of DAF. These awards may be loaned on a short- or long-term basis. Authorizing officials shall periodically request verification that the display is adhering to requirements.

2.9.2. **Display Requirements.** DAF awards are displayed as follows: open to the public under circumstances beneficial to the department, 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. For the MOH (excludes the MOH flag), bulletproof or shatterproof glass is preferred for the showcase or cabinet.

2.9.3. **Prohibitions.** Awards are not provided to private individuals, associations, or organizations; and in the case of the MOH, will not be provided to foreign governments or institutions. Display of awards solely for the purpose of decorating an office or building is not authorized. **(T-1)**

2.9.4. **Costs.** Awards are provided at cost. The cost covers mailing, engraving, and other incidentals. DoD and U.S. government agencies may be furnished, without cost, one set of awards for display in the office of the secretary of the government agency provided there is opportunity for public viewing of the display.

2.9.5. Authorizing official maintains a roster of authorizations and periodically verifies that authorizations continue to adhere to DAF requirements.

2.9.5.1. The AFPC Military Recognition Branch (AFPC/DPSTTC) authorizes displays for public institutions and DoD and U.S. federal agencies. Submit requests to Headquarters Air Force Personnel Center, ATTN: AFPC/DPSTTC, 550 C Street, Joint Base San Antonio-Randolph, TX 78150.

2.9.5.2. MAJCOM, FLDCOM, Field Operating Agency (FOA), and Direct Reporting Unit (DRU) commander or deputy commander may authorize their subordinate organizations to display awards, provided the display meets the requirements outlined in **paragraph 2.9**. Excluded from this authorization are the MOH, AFC, SS, Distinguished Flying Cross (DFC), Airman's Medal (AmnM), Bronze Star Medal (BSM), and the PH. Requests for these awards are submitted to AFPC/DPSTTC (**afpc.dpsttc.recognitionprocess@us.af.mil**).

**2.10. Verifying Prior Awards.** Make every effort to verify entitlement to prior awards before initiating a request to other headquarters or centers. This verification effort includes reviewing all available official records; requesting the member search personal files for copies of special orders or related documents, reviewing instructions for unit awards and campaign and assault landing credit; and reviewing entries on the member's copy of separation certificates or statements of service for previous periods of service.

**2.11. Records Management.** Commands and organizations ensure records pertaining to the awards program are maintained and disposed of in accordance with AFI 33-322.

***Section 2B—Time Limitation***

**2.12. Time Limitation.**

2.12.1. Recommendations (including reconsiderations and upgrades), are entered into official channels within 3 years and awarded within 5 years of the act, achievement, or service performed. The PH is excluded from the time limitation.

2.12.2. Service members currently serving, a time waiver may be requested for SS and lesser decorations (except the PH). The request is submitted through the chain of command the member was assigned to during the period of the act, achievement, or service being recognized, for endorsement by the MAJCOM, FLDCOM, FOA, or DRU Director of Manpower, Personnel, and Services (A1/S1) to AFPC/DP3SP (**afpc.dp3sp.workflow@us.af.mil**).

**2.13. Requesting Statutory Time Waiver.** Recommendations (to include reconsiderations and upgrades) for veterans and nominations for the MOH, AFC, and DSM (pursuant to 10 USC § 9274) submitted after the applicable time limitation are only considered if submitted pursuant to 10 USC § 1130. This legislation allows consideration of recommendations submitted beyond the time limitation. The PH is excluded from this requirement.

2.13.1. Requests shall be made by someone other than the member, who has firsthand knowledge of the acts or achievements. Every effort should be made to obtain an endorsement from someone in the member's chain of command at the time of the act, achievement, or service performed.

2.13.2. **Procedure.** The requester submits a written request to a member of Congress for endorsement on a recommendation, pursuant to 10 USC § 1130. Recommendations should include a narrative justification, citation, eyewitness statements (2 or more), and supporting documents. Refer to **paragraph A3.5** and **Table 2.1** for additional guidance. The member of Congress endorses the recommendation and submits it to the Air Force Legislative Liaison Office, 1160 Air Force Pentagon, Washington, DC 20330-1160. The Air Force Legislative Liaison Office forwards the recommendation to AFPC/IG for action.

**Table 2.1. Recommendation Checklist.**

| Mark "X" | Supporting Documents |
|---|---|
| | Original or reconstructed narrative justification |
| | Eyewitness statements (2 or more) attesting to the actions performed by the nominee. Statements are written in the eyewitnesses' words (not on a prepared form), signed and notarized, and contain a complete description of the nominee's actions and the contact information for the eyewitnesses. Nominees may not submit a statement supporting their own recommendation. |
| | Sworn affidavit(s) from individual(s) making statement(s) on behalf of nominee *(if applicable)* |
| | Medical documentation substantiating wound(s) *(if applicable)* |
| | Chain of command endorsements |
| | Written concurrence (signature) of member or PNOK *(if applicable)* |
| | Proposed citation |
| | Other relevant documents 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.). Determinations regarding personal military decorations are based on verifiable facts, therefore other forms of information such as letters, books, newspaper and magazine articles, and personal diaries are not considered, as they are not official documents; however, they may be included to provide additional context. |
| | List of all acronyms used in nomination packet *(if applicable)* |
| | A letter from a member of Congress requesting the review |

**2.14. Sources of Information.** The following agencies can assist with obtaining supporting documents.

2.14.1. National Archives & Records Administration, Customer Service Center, 700 Pennsylvania Avenue NW, Washington, DC 20408-0001; *Website*: **https://www.archives.gov/veterans**.

2.14.2. National Archives & Records Administration at College Park, Customer Service Center, 8601 Adelphi Road, College Park, MD 20740-6001; *Website:* **https://www.archives.gov/dc-metro/college-park**.

2.14.3. National Personnel Records Center, Military Personnel Records, NPRC-MPR, 9700 Page Avenue, St. Louis, MO 63132-5100; *Website*: **https://www.archives.gov/st-louis/military-personnel**.

2.14.4. Air Force Historical Research Agency, AFHRA/ISAM, 600 Chennault Circle, Maxwell AFB, AL 36112-6424; *Website*: **https://www.afhra.af.mil/**.

2.14.5. Air Force Historical Studies Office (AF/HOH), Research & Analysis Division, 3 Brookley Avenue, Box 94, Joint Base Anacostia-Bolling, Washington, DC, 20032-5000; *Website*: **http://www.nationalmuseum.af.mil/Collections/Research.aspx**.

***Section 2C—Criteria and Eligibility***

**2.15. General Information.** Service members make many personal and professional sacrifices to ensure DAF accomplishes its missions. Acts of valor, non-combat heroism, and meritorious service and achievement deserve special recognition. This manual provides a means for commanders and supervisors to recognize these acts. Refer to **Attachment 2** for a list of decorations and their criteria.

2.15.1. To preserve the integrity of personal military decorations, they are only approved to recognize acts or services that are clearly and distinctly outstanding by nature and magnitude. These acts or services place a member's performance clearly above that of their peers and must be of such importance that they cannot be appropriately recognized in any other way. Members may be 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 or non-combat heroism.

2.15.2. The process of approving and presenting a decoration involves the chain of command. Typically, the supervisor prepares a nomination, the first sergeant or senior enlisted leader reviews the nomination (if enlisted), the commander endorses the nomination, the approval authority prepares the award elements and signs the certificate; the military personnel files, updates, and distributes the award elements, and the certificate is presented to the recipient. A variation of this process is authorized; however, the nominee's chain of command is primarily responsible to follow guidance in this publication.

2.15.3. **Award Elements.** For the purpose of this chapter, award elements consist of a certificate, citation (or combined certificate and citation), the special orders announcing the award (may be included on the certificate), folder for encasing the citation and certificate, and a medal set containing the medal with suspension ribbon, ribbon, clusters (if any), lapel button, or rosettes (as applicable).

**2.16. Criteria.** Refer to **Attachment 2** for personal military decorations. Also refer to DoD Instruction (DoDI) 1348.33, *Military Awards Program*, and Volumes 1, 2, 3, and 4 of DoD Manual (DoDM) 1348.33, *Manual of Military Decorations & Awards*, for DoD awards.

**2.17. Eligibility.** Personal military decorations are approved in accordance with Table 2.2 in DAFI 36-2803, provided a basis for a decoration exists (see **paragraph 2.22**.).

2.17.1. Reserve members may be recommended for a personal military decoration while serving in active or inactive status; provided the recommendation complies with requirements set by the Air Force Reserve Command, Air Reserve Personnel Center, and/or other assigned and higher command (whichever is applicable). **(T-2)**

2.17.2. Air National Guard members may be recommended for a personal military decoration while in any status, active or inactive; provided the recommendation complies with requirements set by the National Guard Bureau and the applicable Air National Guard State Headquarters. **(T-2)** Personal military decorations requiring HAF or the Director, Air National Guard approval are forwarded to the NGB/A1 for staffing.

2.17.3. Retired and separated members may be considered for a personal military decoration. Refer to **Chapter 5**.

2.17.4. It is not appropriate to approve personal military decorations for members attending or upon completion of training programs, such as Air War College, Undergraduate Pilot Training, or Air Staff Training.

2.17.5. **Members of the Other Military Departments.**

2.17.5.1. Non-Combat Related. The MSM, ASCOM, and ASAM may only be awarded and presented to a member of another Military Department permanently assigned to a DAF unit or organization without concurrence from the member's Service if, the act, achievement, or service was performed under non-combat conditions. **(T-0)**

2.17.5.1.1. DSM and LOM nominations will be submitted to the member's Service for processing and final decision. **(T-0)**

2.17.5.1.2. All other personal military decorations and nominations for members temporarily assigned to DAF units or organizations require Military Department concurrence. Nominations will be submitted through the applicable MAJCOM A1 or FLDCOM S1 to AFPC/DPSTTC. AFPC/DPSTTC will obtain concurrence from the applicable Military Department and return the decision (concurrence or non-concurrence) to the requesting command for action. **Note**: DAF personal military decorations are not approved for members of the other Military Departments without prior concurrence from the headquarters of the respective Military Department. **(T-0)**

2.17.5.2. Combat Related. Personal military decorations for acts, achievements, or service arising from combat operations may only be considered for members of another Military Department permanently or temporarily assigned to a DAF unit or organization. Military Department concurrence is required prior to approval of a personal military decoration. **(T-0)** Nominations will be processed in accordance with the guidelines in **Section 2D** and **Attachment 12**.

2.17.5.3. Personal military decorations and nominations not covered by the requirements in paragraphs **2.17.5.1** and **2.17.5.2**, will be submitted to the member's Service for processing and final decision. **(T-0)**

2.17.6. **U.S. Public Health Services Officers.** As prescribed by 42 USC § 213, effective 2 August 1990, U.S. Public Health Service officers assigned or attached for full-time duty to a DAF unit or organization are eligible for DAF personal military decorations on the same basis as DAF officers.

2.17.7. **U.S. Civilian, Foreign National, and Foreign Military Personnel.** Refer to **Attachment 8** in this publication and Table 2.2 in DAFI 36-2803.

**2.18. Who Can Recommend.** Any member of the U.S. Armed Forces or DoD civilian employee who has firsthand knowledge of the act, achievement, or service can recommend a personal military decoration. A member may not recommend himself or herself for a decoration.

**2.19. Submitting a Recommendation.** Supervisors and commanders, at all levels, ensure only deserving personnel are submitted for personal military decorations. Submit recommendations as soon as possible following the act, achievement, or service to ensure the time limitation (see **Section 2B**) is met. Refer to **Attachment 3** for additional guidance.

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

2.19.2. Recognize acts of valor, non-combat heroism, and meritorious service and achievement, that clearly place the member above his or her peers.

2.19.3. Recommendations are based solely on the merits of a member's actions or the member's level of responsibility, achievements, accomplishments, and manner of performance.

2.19.4. Recommendations should be based on specific projects, plans, programs, or actions that are beneficial to DAF.

2.19.5. Recognition by inspection agencies for superior duty performance, attainment of honors based solely on academic achievement (such as graduating with honors), or receipt of other forms of recognition (for example, selection as Airman or Guardian of the month, quarter, year; recipient of a trophy, or identification as a superior performer by the Inspector General) do not, in themselves, justify a personal military decoration.

2.19.6. The criteria for personal military decorations prescribes standards that define the degree and magnitude of an act, achievement, or service considered worthy for approval.

2.19.7. No member is automatically entitled to a personal military decoration upon a permanent change of station, permanent change of assignment, retirement, separation, completion of a temporary duty, or reaching or achieving other career points at which a personal military decoration may be expected or customarily awarded.

2.19.8. Do not establish preconditions or use personal military decorations for incentives (e.g., if certain inspections are achieved or attainment of a high fitness assessment score) or as prizes in contests.

2.19.9. Immediate supervisors and commanders evaluate all related facts regarding the service of a member before recommending or approving a personal military decoration.

2.19.10. The reassignment (permanent change of assignment and permanent change of station), retirement, separation, or death of a commander or supervisor is not a basis for recommending a subordinate for a personal military decoration.

2.19.11. The appropriate recognition for DAF members assigned to a joint billet at a DoD agency or joint command is with a joint personal military decoration. Exceptions to this rule are the occasion of retirement and separation, when the service or act being recognized was DAF-specific (not related to the joint mission), and combat conditions where an appropriate DoD joint personal military decoration does not exist. Refer to DoD Instruction (DoDI) 1348.33, *DoD Military Decorations and Awards Program*, and Volume 4 of DoD Manual (DoDM) 1348.33, *Manual of Military Decorations and Awards: DoD Joint Decorations and Awards*, for criteria.

2.19.12. Refer **to paragraph 2.21** for the honorable service requirement and Attachments **3**, **4**, and **5** for processing instructions.

**2.20. Duplicate Recognition.** Only one personal military decoration is authorized for the same act, achievement, or period of service. **(T-0)** This includes DoD and the other Military Departments' personal military decorations.

2.20.1. Personal military decorations for valor, non-combat heroism, or specific achievement within a longer period of meritorious service is not considered duplication, provided the citation and the accompanying documentation justifying the meritorious service does not cite any of the actions for which the valor, non-combat heroism, or achievement decoration was earned.

2.20.2. A personal military decoration for deployed meritorious service (e.g., BSM) within a longer period of service is not considered duplication, provided the citation and the accompanying documentation justifying the meritorious service does not cite any of the actions for which the deployed meritorious service decoration was given.

2.20.3. Personnel awarded two or more personal military decorations for the same act or service are required to report the discrepancy to their servicing military personnel flight.

**2.21. Honorable Service Requirement.** In accordance with 10 USC § 1136, do not approve or present a personal military decoration to any person whose entire service after the distinguished act, achievement, or service has not been honorable. **(T-0)** Refer to **paragraph 2.27** for revocation procedures.

**2.22. Basis (Condition) for Personal Military Decorations.** Recommendations are considered based on the merits of the member's actions. Refer to Table 2.2 in DAFI 36-2803. Approval authorities establish policy and determine the propriety for situations or assignment locations in which a projected action (permanent change of station, retirement, separation, etc.) is forthcoming.

2.22.1. **Meritorious Service.** Recommendations for meritorious service are typically awarded for a period of service greater than 12 months. Approval authorities may adjust the start and end dates of a personal military decoration based on the honorable service requirements in **paragraph 2.21**.

2.22.1.1. Permanent Change of Station and 365-Day Temporary Duty Deployment. The start date for a personal military decoration is the date arrived at station or unit. If a previous permanent change of station, permanent change of assignment, or extended tour decoration was approved and the inclusive period extends into the inclusive period of the new nomination, the start date is the first day after the ending date of the previous award. The end date is the projected departure date as reflected on the Recommendation for Decoration Printout (DECOR6), which is usually the scheduled out-processing date from the military personnel flight.

2.22.1.1.1. Should a member receive notice for a 365-day temporary duty deployment and be eligible for a personal military decoration on the occasion of a permanent change of station, follow the procedures outlined in **paragraph 2.22.2.3**.

2.22.1.1.2. Only on very rare and unusual occasions (such as base closure, unit deactivation, military to contract conversion, assignments less than 12 months, Reserve IMAs, etc.) in which a member was not recommended for a personal military decoration, combining service in two (or more) assignments or commands to justify a decoration is authorized. When this is warranted the losing commander of the member being recognized will provide written input for the service period at that assignment or command to the current supervisor. **(T-1)**

2.22.1.2. Permanent Change of Assignment. A permanent change of assignment is a 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. **(T-1)** The member's losing supervisor or commander may forgo a personal military decoration to qualify the member later for an extended tour decoration. The permanent change of assignment is the date arrived station or date arrived to the organization. If a previous permanent change of assignment or extended tour decoration was approved, the start date of the new nomination is the first day after the end date of previous decoration. The end date for a permanent change of assignment is the projected departure date.

2.22.1.3. Retirement.

2.22.1.3.1. The retirement start date is normally the date arrived station, most recent assignment, or unit. If a previous permanent change of assignment or extended tour decoration was approved, the start date of the new nomination is the first day after the end date of the previous decoration. The end date for retirement decorations is the last day of the month prior to the retirement effective date. For example, if the projected retirement effective date is 1 July, the nomination end date is 30 June.

2.22.1.3.2. The disability retirement start date is the same criteria as the length of service. The end date is the date of retirement. Disability retirements can occur any day within a month.

2.22.1.4. Separation. The separation start date is normally the date arrived station, most recent assignment, or unit. If a previous permanent change of assignment or extended tour decoration was approved, the start date of the new nomination is the first day after the end date of the previous decoration. The end date is the projected separation effective date.

2.22.1.5. Posthumous. The posthumous start date is normally the date arrived station, most recent assignment, or unit. If a previous permanent change of assignment or extended tour decoration was approved, the start date of the new nomination is the first day after the end date of the previous decoration. The end date is the date of the member's death.

2.22.1.6. Extended Tour. A member may be considered for a personal military decoration for clearly outstanding and unmistakably exceptional or meritorious service for an extended period. For the MSM and lesser personal military decorations, the member should be assigned to the unit or base for 3 or more years; and 4 or more years for the LOM. After approval of an extended tour decoration, supervisors may consider a personal military decoration for a subsequent completed period of service, regardless of the time period elapsed since the extended tour decoration.

2.22.2. **Outstanding Achievement.** Recommendations for outstanding achievement usually cover a short period of time with definite beginning and ending dates, typically less than 12 months.

2.22.2.1. To afford prompt recognition, submit personal military decorations for outstanding achievement within 10 duty days, if practical, after the specific act or accomplishment.

2.22.2.2. Submit a recommendation for outstanding achievement only when there is 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 personal military decorations when the conditions for a completed period of service have not been met.

2.22.2.3. 365-Day Temporary Duty Deployment.

2.22.2.3.1. Consideration for a personal military decoration is reserved for DAF members selected to deploy from home station for a 365-day period. Members selected for this temporary duty could receive a follow-on assignment to another installation upon completion of the temporary duty; however, some members return to home station. Should a member be selected for a follow-on assignment to another installation and the member is considered for a personal military 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 permanent change of station decoration should be the date arrived on station unless a previous personal military decoration closed out after this date (i.e., permanent change of station, permanent change of assignment, or extended tour), and the close date should be the final out-processing date or the date estimated return from overseas (DEROS).

2.22.2.3.2. Submission. Processing a recommendation prior to a 365-day temporary duty deployment would follow the same processing procedures for other personal military decorations at home station. The recommending official should confirm the member's projected 365-day temporary duty 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 personal military decoration from the deployed location, this prevents 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 that submit a personal military decoration for a 365-day period processes the nomination as an achievement decoration. 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 or military personnel flight for inclusion in the member's personnel records.

2.22.2.4. Aerial Achievements. Recognize aircrew members involved with operating aircraft or other personnel performing aircrew duties. The recommendation must clearly substantiate the exceptional performance and outstanding airmanship above that normally expected of professional service members. **(T-1)**

2.22.3. **Non-Combat Heroism.** An act or acts of heroism involving voluntary risk of life under conditions other than those of conflict with an armed enemy of the U.S.

2.22.4. **Valor.** An act or acts of heroism above what is normally expected in direct combat with an enemy of the U.S., or an opposing foreign or armed force, with exposure to enemy hostilities and personal risk.

**2.23. Approval and Disapproval Authority.** Approval and disapproval authorities will comply with the responsibilities prescribed in this publication. Refer to Table 2.2 in DAFI 36-2803 for a list of approval authorities.

2.23.1. **Approval Authority.** Approval authority evaluates nominations within his/her command to determine appropriateness and may approve, disapprove, and if applicable or authority exists, may downgrade or upgrade.

2.23.1.1. Refer to Table 2.2 in DAFI 36-2803, for a list of approval authorities for personal military decorations.

2.23.1.2. Annual Reporting Requirement.

2.23.1.2.1. DSM and LOM approval authorities will provide an annual report for the preceding calendar year to the AFPC/DP3SP (**afpc.dp3sp.workflow@us.af.mil**) no later than 31 January each year. **(T-1)** The report will be formed from all DSM and LOM nominations considered for the year and include the nominee's name, grade and duty title, inclusive period, award reason (i.e., PCS, retirement), disposition (i.e., approved, disapproved, downgraded, or recommended for upgrade (if applicable)), and whether the nomination was an exception to policy.

2.23.1.2.2. Delegated approval authorities for valor decorations (refer to DAFI 36-2803) will provide an annual report to AFPC/DP3SP (**afpc.dp3sp.workflow@us.af.mil**). Refer to **Section 2D** and **Attachment 12** for the requirements.

2.23.1.3. The Secretary of the Air Force Decorations Board approves nominations for U.S. Public Health Services officers and all personal military decorations with the "V" or "C" device (see **Attachment 16** and Table 2.3 in DAFI 36-2803), unless authority has been delegated by SecAF.

2.23.1.4. Approval authority for the AM (without valor) and AAM is restricted to units with a flying mission.

2.23.1.5. Approval authority for joint units is restricted to nominations for DAF members only. Refer to **paragraph 2.19.11** for additional guidance.

2.23.2. **Disapproval Authority.** A recommendation may be disapproved by a colonel/0-6 or higher (or civilian leader equivalent) in the chain of command provided the officer has approval authority for the next lesser personal military decoration. Refer to DAFI 36-2803 for personal military decorations arising from combat conditions, international terrorists and foreign terrorist organizations, and international incidents.

**Table 2.2. Approval Authority for Reservists.**

| **If** the Reserve member is: | **and** assigned personnel accounting symbol code is: | **then** approval authority is: |
|---|---|---|
| Non-centrally Managed Individual Mobilization Augmentee (line Reservist) | 96XX | Assigned unit chain of command |
| Centrally Managed Individual Mobilization Augmentee to include medical, legal, OSI, 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 | Air Reserve Personnel Center |
| Participating Individual Ready Reservist to include U.S. Air Force Academy and Reserve Officers Training Corps 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 |

**2.24. Increase in Retirement Pay Based on Extraordinary Heroism.** This entitlement is authorized by the Secretary of the Air Force Decorations Board for enlisted members in accordance with of 10 USC § 9361. Refer to AFI 36-3203, *Service Retirements*, for additional information and eligible personal military decorations. The board's decision will be annotated on the special order (refer to **Attachment 4**).

**2.25. Reconsiderations and Upgrades.** Refer to **Attachment 3**.

**2.26. Presentation.** Approved personal military decorations should be presented in a binder or folder, at an appropriate and dignified ceremony at the earliest possible date. Posthumous presentations should be presented in a binder to the PNOK. Refer to AFI 34-1201 for additional guidance.

2.26.1. It is highly recommended units support the "Pin 'Em Where You Win 'Em" practice which promotes timely approval and presentation to members prior to departing the organization, unless the member specifically requests otherwise.

2.26.2. When practical, POTUS presents the MOH (including the MOH flag, if applicable) in a formal ceremony in Washington, D.C; and SecAF presents the AFC in a formal ceremony at the Pentagon.

2.26.3. For approved nominations of the SS and DFC with Valor, an invitation to the presentation ceremony is sent via the MAJCOM or FLDCOM A1/S1 to SecAF and the applicable Service Chief (Chief of Staff of the Air Force (CSAF) and Chief of Space Operations (CSO)) and Chief Master Sergeant (CMSAF and CMSSF). **(T-2)**

2.26.4. **365-Day Tour.** Presentation should take place at the home station prior to the member's departure on a 365-day temporary duty. If the member is required to return to home station for out-processing purposes, the presentation ceremony should take place upon the member's return. The recommending official is responsible for coordinating with the member and the military personnel flight to ensure adequate presentation.

2.26.5. **Presentation to PNOK.** If the recipient is deceased, the recipient's squadron commander or other designated representative, determines the presentation desires of the PNOK. Posthumous decorations and 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 PNOK's bereavement. The PNOK is entitled to receive all personal military decorations earned by the member but not presented prior to the member's death.

2.26.5.1. Whether or not a personal military decoration is presented to the PNOK of married deceased members, a duplicate set of award elements is provided cost free to the parents (surviving father or mother, unless legal exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision). These elements may be presented to the parents during the presentation ceremony held for the PNOK, 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 will not be held to present duplicate award elements.

2.26.5.2. Ceremony officials read the citation and present the medal and original certificate and citation in a presentation binder to the PNOK 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 PNOK's residence.

2.26.5.3. The medal may be pinned to the PNOK's clothing or may be presented in the open award case.

**2.27. Revocation.** Refer to **Attachment 4** for revocation procedures.

2.27.1. Approval authorities may revoke a decoration if facts, later determined, would have prevented original approval or presentation of the decoration, or if the basis for the decoration no longer exists (i.e., cancellation of retirement or permanent change of station). Approval authorities should seek legal advice from their base judge advocate whenever there is doubt as to the propriety of a revocation.

2.27.2. Revocations under the honorable service requirements in **paragraph 2.21** should be limited to those cases where the member's actions are not compatible with continued military service (e.g., dismissal of a commissioned officer from military service), result in criminal convictions, result in determinations that the member did not serve satisfactorily in a specific grade or position, result in a discharge from military service that is characterized as "Other Than Honorable," "Bad Conduct," or "Dishonorable."

**2.28. Refused Decorations.** A member may refuse to accept an approved decoration. The unit will file documents that prove the member did not accept the decoration along with a copy of the citation and special order in the member's unit personnel record. Do not revoke the special order. The servicing military personnel flight updates the member's personnel records that the decoration was an approved award.

### *Section 2D—Decorations and Awards Arising from Combat Conditions, International Terrorists, Foreign Terrorist Organizations, and International Incidents*

**2.29. Combat Conditions.** Refer to DAFI 36-2803 for policy. For preparing and processing valor decorations and unit awards refer to **Attachment 12** in this publication. To ensure timely recognition and accurate substantiation, recommending officials submit nominations within 90 days of the act, event, or service being recognized. In the case of hostilities of limited duration, all recommendations should be submitted within 90 days after the cessation of hostilities.

**2.30. International Terrorists, Foreign Terrorist Organizations, and International Incidents.** Refer to DAFI 36-2803 for policy. SAF/MRM notifies the Under Secretary of Defense for Personnel and Readiness of PH requests involving international terrorists or foreign terrorist organizations, prior to SecAF approval.

# Chapter 3

# UNIT AWARDS

**3.1. General Information.** Unit awards are designed to recognize DAF units for acts of valor, non-combat heroism, and meritorious service or achievement during peacetime, armed conflicts, international tension, national emergencies, or extraordinary situations or events that involve national interests. 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. Refer to **Attachment 9** for unit award criteria and **Attachment 10** for guidance on campaign participation credit, campaign streamers, and assault landing credit.

3.1.1. To preserve the integrity of unit awards, nominations should be limited to acts or service that are clearly and distinctly outstanding by nature and magnitude. The acts or service recognized places the unit's performance above that of other units similar in composition and mission and must be of such importance that they cannot be appropriately recognized in any other way.

3.1.2. Unit award recommendations are normally submitted annually, but this does not preclude recommendations for outstanding achievement. A unit award based on outstanding achievement does not preclude a second award based on meritorious service. The unit's entire service must have been honorable during the inclusive period of the nomination. **(T-1)**

3.1.3. Units from the other Military Departments are not authorized DAF unit awards. However, they may share a unit award approved for a DAF unit (refer to **paragraph 3.6**.).

3.1.4. A foreign unit may only be recommended for a DAF unit award if the qualifying combat action was in direct support of a U.S. military operation.

3.1.5. Refer to **paragraph 3.6** for instructions on sharing unit awards.

3.1.6. Refer to **Chapter 6** for guidance on receiving non-DAF unit awards.

**3.2. Limitations.**

3.2.1. Only one unit award is authorized for the same act, achievement, or period of service. This policy includes DoD and the other Military Departments' unit awards.

3.2.2. Recommendations are formally entered into official military channels within 3 years and awarded within 5 years of the termination date of the act, achievement, or service performed. However, it is DAF's goal that nominations for valor decorations be initiated within 90 days of the act justifying the award.

3.2.3. Recommendations for exceptionally meritorious service will cover a period of not more than 2 years and not less than 1 year. **(T-1)**

3.2.4. Recommendations for outstanding achievement will cover a period of not more than 1 year. **(T-1)**

**3.3. Approval Authority.** Refer to DAFI 36-2803 and **Table A9.1** in this publication. Approves unit award nominations based on the merits of the unit.

3.3.1. **Prepare Certificates, Citations, and Special Orders.** Refer to **Attachment 4**. Also refer to **Attachment 10** for requesting streamers.

3.3.2. **Distribution of Special Orders.** Copies of special orders are forwarded by 31 December of each year, to AFPC/DPSTTC (**afpc.dpsttc.recognitionprocess@us.af.mil**) and 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.

**3.4. Reconsiderations.** Initiate a reconsideration request within 1 year of the date the recommendation was disapproved. Requests are submitted through the same official channels that the original recommendation was processed to the current approval authority (in that chain of command) for decision. The request should include justification for the reconsideration and a copy of the original recommendation package, to include all endorsements and previous decisions. A one-time reconsideration by the approval authority is final.

**3.5. Unit Awards Arising from Combat Operations.** Refer to **Attachment 12**.

**3.6. Sharing Approved Unit Awards.** Units and organizations may share their award with like subordinate organizations (i.e., a numbered parent organization may share with subordinate units--numbered or unnumbered). Sharing of parent unit or organization awards is not automatic. Each subordinate unit must be able to demonstrate a direct impact on parent unit mission accomplishment. **(T-2)**

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

3.6.2. Units of the other Military Departments may only share in a DAF unit award when the actions or service was in direct support of a war or armed conflict. Before completing the special order, the approval authority forwards the entire nomination package to AFPC/DPSTTC (**afpc.dpsttc.recognitionprocess@us.af.mil**) to obtain concurrence from the respective Military Department headquarters. Include with the nomination a list containing the names of the Military Department units and personnel intended to share the unit award.

3.6.3. DAF unit awards are not authorized to be shared with foreign units. **(T-1)** However, foreign units may be recommended for a unit award on their own merit.

**3.7. Individual Entitlement to Unit Awards.**

3.7.1. Assigned and attached members (to include civilian employees) who served in the unit or organization for at least 1-day during the inclusive period of the award and directly contributed to the mission and accomplishments of the unit, are authorized the appropriate ribbon. Civilian employees wear the lapel button. The commander of the approved unit validates and determines entitlement via the DAF Form 104 for military and a memorandum for civilians. Refer to **paragraph A12.3.2** for individual entitlement to the PUC and the Gallant Unit Citation.

3.7.2. Personnel and students who are on temporary duty with a unit or organization approved for a unit award are not entitled to share the unit award, unless authorized by the unit award approval authority. The approval authority determines whether the contributions of the personnel or student(s) on temporary duty significantly and directly contributed to the mission and accomplishments of the unit or organization. The DAF Form 104 for military and a memorandum for civilians are submitted to the servicing personnel flight.

3.7.3. Resident staff of DAF units or organizations may be entitled to share in unit awards provided the commander who submitted the recommendation made reference to this entitlement in the nomination package, or if the unit or organization commander signs a memorandum identifying each resident staff member and authorizing entitlement. Blanket approval is not authorized. **(T-1)**

3.7.4. Personnel on temporary duty or permanently assigned or attached to an air expeditionary force, contingency, or provisional unit for at least one-day during the inclusive period of a unit award are authorized the award, provided they directly contributed to the mission and accomplishments of the unit.

3.7.5. Individual members of the other Military Departments and foreign military personnel may share in a unit award if they were assigned or attached to a DAF unit or organization anytime during the inclusive period of the award. The approval authority forwards the entire nomination package (including a list containing the names of the members of the other Military Departments and foreign military personnel), to AFPC/DPSTTC (**afpc.dpsttc.recognitionprocess@us.af.mil**) to obtain concurrence.

3.7.6. Effective 2 August 1990, U.S. Public Health Service officers may share in a unit award if they were assigned to a DAF unit or organization anytime during the inclusive period of the award.

## Chapter 4

## CAMPAIGN, EXPEDITIONARY, AND SERVICE AWARDS

**4.1. Background.** Campaign, expeditionary, and service awards recognize participation in military campaigns and expeditions, significant military operations, personal military service, or attainment of a requirement. These medals are divided into the following categories.

4.1.1. **Campaign Medals.** Recognize long-duration combat operations and are associated with the highest level of personal risk and hardship. The medals are awarded to service members who are deployed to the geographic areas where the combat is actually occurring. Members deployed to areas where combat is occurring as a result of prolonged or large-scale military combat operations should be recognized with a separate and distinct campaign medal.

4.1.2. **Expeditionary Medals.** Recognize deployed participation in small-scale and/or short-duration combat operations or military operations where there is an imminent threat of hostilities. Expeditionary medals are also awarded to members deployed in support of combat operations, but who are not in the geographic area where the actual combat is occurring. Expeditionary medals are associated with high levels of personal risk and hardship.

4.1.3. **Service Awards.** Recognize support to operations while deployed or at home station, military service during a period of time, or attainment of a requirement.

4.1.3.1. Deployed Service Awards. Recognize deployment or assignment to a designated area of eligibility to participate in, or directly support, a designated military operation where there is no foreign armed opposition or imminent threat of hostile action.

4.1.3.2. Individual Service Awards. Individual service medals recognize individual merit; direct participation in a DoD approved military activity, undertaking, event, or operation; or service during a specified period.

4.1.3.2.1. Some individual service awards, such as the POW medal, may recognize service involving significant personal risk and hardship, while others only recognize being in active military service during a particular period of time.

4.1.3.2.2. Some individual service awards, such as the Overseas Ribbon (Long and Short), may recognize attainment of specific types of pre-established criteria or requirements.

**4.2. General Information.**

4.2.1. Refer to Attachments **13**, **14**, and **15** for criteria. Unless specified in the eligibility criteria, campaign, expeditionary, and service awards are not awarded retroactively and do not have Weighted Airman Promotion System (WAPS) point values.

4.2.2. Only one campaign, expeditionary, or service award is authorized for the same act, achievement, or period of service, unless the criteria authorize multiple awards.

4.2.3. DAF members may accept campaign, expeditionary, and service awards from the other Military Departments, as long as it is not prohibited by DAF policy. However, they are not eligible to receive similar awards from federal departments or agencies outside DoD, or from foreign countries, unless authorized by DoD.

4.2.4. Campaign, expeditionary, and service awards may be awarded posthumously and presented to the deceased member's PNOK.

4.2.5. U.S. civilians, foreign nationals, and foreign military personnel are not eligible for campaign, expeditionary, or service awards, unless specified in the award criteria. **(T-0)**

4.2.6. U.S. Navy and U.S. Marine Corps members are not eligible for DAF campaign, expeditionary, or service awards. **(T-0)**

4.2.7. The period of service qualifying an individual for an award listed in this section must have been honorable. **(T-0)**

4.2.8. Certificates and special orders are not issued for campaign, expeditionary, or service awards.

4.2.9. Campaign, expeditionary, and service awards can be requested at any time. There is no time limit to submit such a request.

**4.3. Submitting a Request.** Unless otherwise stated in the award criteria, nominations are submitted on the DAF Form 104, *Service Medal Award Verification*, approved by the commander, and submitted to the servicing military personnel flight.

**4.4. Requests for Veterans and Deceased Members.** Refer to **Chapter 5**. Proof of at least one day of eligibility may qualify the veteran or deceased member for the Nuclear Deterrence Operations Service Medal (basic).

**4.5. Exception to policy.** Nominations that do not meet the duty requirement are submitted through the member's chain of command to AFPC/DPSTTC.

## Chapter 5

## AWARDS FOR VETERANS

**5.1. Background.** Veterans (retired and separated) and the PNOK of deceased members may request consideration and reconsideration for awards in this publication. Refer to **Attachment 2** for a list of personal military decorations.

**5.2. Submitting Recommendations.**

5.2.1. Recommendations submitted within 3-Years of the Effective Posthumous Retirement, or Separation date. Recommendation will be processed through the veteran's chain of command at the time of retirement or separation, to the decoration approval authority for decision. Refer to **paragraph 2.19** and **Attachment 3** for additional guidance.

5.2.2. Recommendations Submitted After 3-Years of the Effective Posthumous Retirement or Separation. Refer to **paragraph 2.13**.

5.2.3. Requests for Reconsiderations, Upgrades, and Recommendations Lost or Not Acted On. Refer to **Attachment 3**.

5.2.4. Request for Award of the Purple Heart. Members and veterans of foreign wars can apply for the PH if: 1) supporting documentation accompanies the request, 2) eligibility criteria have been met (refer to **paragraph A2.10**), and 3) eyewitness statements (2 or more) are included in the request that confirms the injury was the direct result of enemy action. A written request with supporting documentation justifying the PH (including Report of Separation – WD AGO 53-55, DD Form 214, etc.) can be submitted to Headquarters, Air Force Personnel Center, ATTN: AFPC/DPSTTC, 550 C Street, Joint Base San Antonio-Randolph, TX 78150-4714.

5.2.5. Request for Award of the Prisoner of War Medal. Refer to **paragraph A13.2**.

**5.3. Verification of Entitlements.** Veterans and PNOK of deceased DAF members may request verification of entitlement to awards, such as a unit awards and campaign, expeditionary, and service medals.

5.3.1. For service on or prior to 31 July 2004, veterans or their PNOK are referred to the National Personnel Records Center, Air Force Reference Branch, 9700 Page Avenue, St. Louis, MO 63132-5100.

5.3.2. For service on or after to 1 August 2004, veterans or their PNOK are referred to AFPC/DPSOR, 550 C Street West, Joint Base San Antonio-Randolph, TX 78150-4712.

5.3.3. Requests from retired general officers and those placed on temporary disability retired list are referred to AFPC/DPSTTC, 550 C Street West, Joint Base San Antonio-Randolph, TX 78150-4712.

5.3.4. Requests from retired reserve members are referred to ARPC/DPTG, 18420 E. Silver Creek Ave, Building 390 MS68, Buckley Space Force Base, CO 80011.

5.3.5. Requests relating to an award earned while serving with another Military Department are referred to the awarding Service. Refer to **Figure 5.1**.

5.3.6. Other reference sources for unit awards are: Volume 1 of Air Force Pamphlet (AFPAM) 36-2801, *Unit Decorations, Awards, and Campaign Participation Credits, 15 June 1971*; Volume 2 of AFPAM 36-2801, *Unit Decorations, Awards, and Campaign Participation Credits Approved, 1 Jan 1970 - 1 Jan 1981*; Volume 3 of AFPAM 36-2801, *Unit Decorations, Awards, and Campaign Participation Credits Approved, 1 Jan 1981 - 31 Dec 1991*; and the unit award database at **https://access.afpc.af.mil/**. AFPAM 36-2801 refers the reader to the unit award database that contains unit award information from WWI to present.

**Figure 5.1. Addresses of the Military Departments.**

| | |
|---|---|
| *U.S. Air Force and U.S. Space Force:* | Headquarters Air Force Personnel Center<br>AFPC/DPSTTC<br>550 C Street West<br>JB San Antonio-Randolph, TX 78150<br>(210) 565-2516 |
| *U.S. Army:* | Commander<br>U.S. Army Human Resources Command<br>Attn: AHRC-PDP-A<br>1600 Spearhead Division Ave., Dept 480<br>Ft. Knox, KY 40122-5408<br>(502) 613-8547 |
| *U.S. Navy* | Chief of Naval Operations (DNS-13)<br>Navy Awards Office<br>2000 Navy Pentagon<br>Washington, DC 20350-2000<br>(202) 685-1770 |
| *U.S. Marine Corps:* | Commandant of the Marine Corps<br>Military Awards Branch (MMMA)<br>2008 Elliot Road<br>Quantico VA 22134-5100<br>(703) 784-9206 |
| *U.S. Coast Guard* | United States Coast Guard<br>Personnel Service Center (PSC-PSD-MA)<br>2703 Martin Luther King, Jr., SE, Stop 7200<br>Washington, D.C. 20593-7200<br>(202) 795-6575 |

**5.4. Correction of Military Records.** The AFBCMR considers applications after all administrative remedies have been exhausted to correct the alleged error or injustice. Refer to **Section 2B** and **Chapter 5** for administrative options, and DAFI 36-2603, *Air Force Board for Correction of Military Records (AFBCMR)*. Requests to the AFBCMR are submitted using a DD Form 149, *Application for Correction of Military Record*.

**5.5. Veterans Replacing Certificates and Medals.** Veterans or their PNOK may submit requests (with supporting documentation and the Report of Separation – WD AGO 53-55, DD Form 214, etc.) for replacement certificates and medals to Headquarters, Air Force Personnel Center, ATTN: AFPC/DPSTTC, 550 C Street, Joint Base San Antonio-Randolph, TX 78150-4714. Requests are submitted on a Standard Form (SF) 180, *Request Pertaining to Military Records*. Replacement medals are mailed to the requester within 90 days after verification of the veteran's service record.

**5.6. Correction of Decorations.** Correction solely to create chronological sequence of a veteran's (discharged and retired member) decoration(s), is not necessary. However, the veteran's DD Form 214 (or Report of Separation for service prior to 1950) must reflect the correct number of decorations awarded.

# Chapter 6

## RECEIPT OF NON-DAF AWARDS

**6.1. General Information.** This chapter does not apply to DoD and joint personal military decorations. Typically, the most appropriate means to recognize USAF and USSF members is through the DAF awards program.

**6.2. Other Military Departments' Awards.**

6.2.1. **Personal Military Decorations.**

6.2.1.1. Non-Combat Related. Awards of the MSM and the other Military Departments' Commendation and Achievement Medals will only be awarded to DAF members permanently assigned to a unit or organization of the other Military Departments without written concurrence from DAF, provided the act, achievement, or service was performed under non-combat conditions. **(T-0)** A copy of the final award elements is sent to Headquarters Air Force Personnel Center, ATTN: AFPC/DPSTTC, 550 C Street, Joint Base San Antonio-Randolph, TX, 78150 or email to **afpc.dpsttc.recognitionprocess@us.af.mil**, for update to the member's personnel record.

6.2.1.2. Combat Related. Personal military decorations for acts, achievements, or service arising from combat operations are only considered for DAF members permanently or temporarily assigned to another Military Department. Concurrence is required from AFPC/DP3SP (**afpc.dp3sp.workflow@us.af.mil**) prior to approval of the decoration. **(T-0)** Nominations will be processed in accordance with the guidelines in DAFI 36-2803 and **Sections 2D** and **Attachment 12** in this publication. **Note**: Other Military Departments' personal military decorations may not be accepted (or updated in official military records) by USAF and USSF members without prior concurrence from DAF.

6.2.1.3. Refer to DAFI 36-2803 for DAF members with no command relationship to another Military Department.

6.2.2. **Unit Awards.** Unit awards from the other Military Departments are not presented to a DAF unit or organization without written concurrence from AFPC/DP3SP. **(T-1)**

**6.3. U.S. Non-Military Awards.** DAF members may accept awards proffered by federal agencies, except:

6.3.1. **General.** DAF members may accept awards proffered by federal agencies, except:

6.3.1.1. U.S. Non-Military Valor Awards. DAF members are not authorized to wear any U.S. non-military award specifically intended to recognize valor. **(T-0)** The appropriate means to recognize a DAF member's valorous act(s) is with a military decoration. The individual having knowledge of the member's valorous act(s) should contact AFPC/DP2SP to initiate a recommendation for a military valor award.

6.3.1.2. U.S. Non-Military Service Awards. DAF members are not authorized to wear any U.S. non-military service awards specifically intended to recognize participation in campaigns, expeditions, or fulfillment of specific service requirements. **(T-0)**

6.3.2. **Personal Military Decorations and Service Awards.**

6.3.2.1. Personal Military Decorations (except those mentioned in **paragraph 6.3.1.1**.). The award elements that are required to update the military personnel records are the certificate, citation, and orders (if applicable).

6.3.2.2. Service Awards (except those mentioned in **paragraph 6.3.1.2**.). Those services awards officially authorized by the Department of Defense or the Secretary of the Air Force, the unit commander confirms entitlement to the award by issuing a memorandum or an DAF Form 104. The memorandum or DAF Form 104 should contain: member(s) grade, name, and social security number; certification of member(s) entitlement; name of the unit to which the member was assigned, attached, or temporary duty to; the date of attachment or temporary duty; the award authority (i.e., order number, date, and issuing headquarters); name of the approved award; and inclusive period of the approved award. Once signed by the unit commander, a copy is provided to each member and the servicing military personnel flight of each member for inclusion in the member's personnel record.

6.3.3. **U.S. Non-Military Unit Awards.**

6.3.3.1. Unit Entitlement. Unit awards from U.S. non-military organizations are not presented to a DAF unit or organization without written concurrence from AFPC/DPPSP.

6.3.3.2. Individual Entitlement. DAF members may accept U.S. non-military unit awards, provided the members did not receive or are eligible to receive a U.S. military unit award that was approved for same achievement or service.

**6.4. Foreign and International Awards.** Acceptance of awards from foreign governments and international organizations is prescribed by 5 USC § 7342 and AFI 51-506, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*. Refer to DAFI 36-2903 for wear policy.

6.4.1. Foreign awards proffered to DAF members or units by foreign governments may be accepted only in recognition of combat service, or outstanding or unusually meritorious performance. **(T-0)** Activities normally undertaken by DAF in support of a friendly foreign nation during peacetime are not considered sufficient to merit foreign awards.

6.4.2. DAF members may not request, or otherwise encourage, the offer of an award from a foreign government. **(T-0)** Acceptance is only authorized upon receiving official approval to accept the award.

6.4.3. The foreign country concerned normally issues the applicable medal or ribbon. DAF does not stock and issue foreign medals and ribbons. These awards may be purchased from commercial sources.

6.4.4. Refer to **Attachment 11** for a list of authorized foreign service and unit awards. For periods not listed in **paragraph A11.10.3**, commanders may accept and grant temporary wear of the Republic of Korea Presidential Unit Citation. Temporary wear of the Republic of Korea Presidential Unit Citation is restricted to wear while assigned to units in Korea.

6.4.5. **Administrative Procedures.**

6.4.5.1. Foreign government representatives typically notify senior U.S. Government representatives in advance of the intent to proffer an award to a DAF member or unit. Upon such notification, the approval authority (refer to **paragraph 6.4.6**) determines whether acceptance is authorized. If a member or unit receives initial notification, the member or unit immediately submits a request for authority to accept and retain the award through the servicing military personnel flight. The servicing military personnel flight will forward the request to the appropriate approving authority.

6.4.5.2. In circumstances when advance authorization to accept a foreign award cannot be made, the member or unit may make token acceptance of the award. Token acceptance does not constitute an official acceptance. The member or unit immediately submits a request for authority to accept and retain the award through the servicing military personnel flight to AFPC/DPSTTC. Failure to request permission to accept and retain the award will result in the award becoming U.S. property, requiring the member or unit to surrender the award to AFPC/DPSTTC for disposal.

6.4.5.3. A request for acceptance and retention will include: a memorandum containing the full name, grade, 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, and a brief description of the act or service performed; a copy of the award citation (an English translation of the citation is required); and other original copies of the foreign elements that awarded the decoration.

6.4.6. **Approval Authority.** The approval authority evaluates the award to determine its appropriateness and approves or disapproves acceptance and retention.

6.4.6.1. SECDEF approves acceptance of foreign awards intended to recognize participation in campaigns, expeditions, or fulfillment of specific service requirements. In cases where advanced authorization has not been made through joint channels, requests may be staffed through command channels to AFPC/DP3SP (**afpc.dp3sp.workflow@us.af.mil**).

6.4.6.2. SecAF approves acceptance of foreign unit awards after coordination with the Under Secretary of Defense for Personnel and Readiness. Requests are staffed through command channels to AFPC/DP3SP (**afpc.dp3sp.workflow@us.af.mil**).

6.4.6.3. AFPC/DP3SP approves or disapproves acceptance of foreign awards to DAF general officers and members not falling under a MAJCOM, FLDCOM, FOA, or DRU. Requests are staffed through command channels to AFPC/DP3SP (**afpc.dp3sp.workflow@us.af.mil**).

6.4.6.4. The MAJCOM, FLDCOM, FOA, or DRU A1/S1 approves and disapproves acceptance for DAF members in the grade of colonel/O-6 and below, assigned or attached to their command.

# Chapter 7

## SPECIAL TROPHIES AND AWARDS

**7.1. Purpose.** Pursuant to 10 USC § 1125, special trophies and awards are designed to recognize individual and unit accomplishments that are unique and meritorious or that clearly contributed to increased effectiveness or efficiency of DAF.

**7.1. (446AW) Purpose.** Safety awards are designed to honor and recognize individuals and units for contributing to safety and preventing mishaps through either sustained superior performance or a one-time act. The safety awards program is designed to recognize our model safety awareness performers and encourage others to emulate their example on a Fiscal Year basis. Additionally, the safety awards program identifies wing-level nominees for higher headquarters awards. Non-annual recognition includes "Well Done" certificates and safety coins.

**7.2. Background.** Special trophies and awards are announced annually and are considered through a nominative selection process.

**7.3. General Information.**

7.3.1. The eligibility criteria and submission procedures for DAF special trophies and awards, functional community awards, and awards sponsored by other federal agencies and non-federal entities, are provided online at **https://access.afpc.af.mil/**. Also, additional guidance for DAF special trophies and awards can be found in the solicitation messages on the myPers website (**https://mypers.af.mil/**).

7.3.1. **(446AW)** All individuals assigned to the 446 AW are eligible for the awards to include military and/or civilians. Nominations for the awards can be made by anyone; however, Commanders, Supervisors, and Unit Safety Representatives (USR) are encouraged to play an active part in the nomination process.

7.3.1.1. **(Added-446AW)** Nominations will be submitted on the AF Form 1206, *Nomination for Award* and forwarded to the 446TH Airlift Wing Safety Office (446 AW/SE). All awards are selected and presented on an annual basis and nominations are due to the 446 AW/SE SAFETY OFFICE ORG **446AW.SE@us.af.mil** NLT 15 September. For references, see 446AW Safety SharePoint® **https://usaf.dps.mil/sites/446se/SitePages/CollabHome.aspx**. Well Done Awards should be submitted via email or verbally, are encouraged be given throughout the year, and are not eligible for higher headquarters awards.

7.3.1.2. **(Added-446AW)** Award nominations must be supported by clear, concise, and pertinent facts reflected in a brief summary describing the individual's achievements during the current year's award period. If there are multiple individual or unit nominees, a separate nomination package for each is required.

7.3.1.3. **(Added-446AW)** Once the nomination deadline has passed, the 446 AW/SE staff will review and validate the nominations. The safety award recipients will be selected by the Chief, Wing Safety. The 446 AW/SE staff is comprised of representatives from the appropriate disciplines (Flight, Occupational, Weapons, and Risk Management).

7.3.1.4. **(Added-446AW) Occupational Safety Award.** This award recognizes the person, selected from safety nominees, who most significantly contributed to occupational safety. Occupational Safety Award nominees are proposed by the USR, or their peers, for the indicated fiscal year.

7.3.1.5. **(Added-446AW) Weapons Safety Award.** This award recognizes the person, selected from safety nominees, who most significantly contributed to weapons safety, by developing a program, utilizing a skill that prevented or reduced risk of injury/death or damage, contributing to the resolution of a difficult safety hazard, or any other significant contribution to weapons safety. Weapons Safety Award nominees are proposed by the USR, or their peers, for the indicated fiscal year.

7.3.1.6. **(Added-446AW) Flight Safety Award.** This award recognizes a safe act, other than those contained in Air Force written procedures, that prevented injury to personnel, damage to equipment or ideas that result in programs, policies or procedural change promoting flight safety. Flight Safety Award nominees are proposed by the USR, or their peers, for the indicated fiscal year.

7.3.1.7. **(Added-446AW) Unit Safety Representative Award.** This award is determined by the 446 AW/SE staff for recognized sustained superior performance in meeting safety program criteria above and beyond the normal program requirements at unit level, for the indicated fiscal year.

7.3.1.8. **(Added-446AW) Safety Innovation Award.** This award recognizes individual or group contributions to general safety awareness, which enhance safety mishap prevention through various methods. Award nominees are proposed by the USR, or their peers, for the indicated fiscal year.

7.3.1.9. **(Added-446AW) Risk Management Award.** This award recognizes the individual who contributed the most towards cultural change toward utilizing risk management concepts before and during activities. The individual strives to identify risks in everyday operations and unique operations and encourages mitigation at the lowest level. Evidence of exemplary resource management awareness and accomplishments should be submitted by the USR, or their peers, for the indicated fiscal year.

7.3.1.10. **(Added-446AW) Spot Inspection Award.** This award recognizes the individual who uses good safety habits even when they may think nobody is looking. A safety coin will be awarded to individuals viewed by members of the 446AW/SE staff showing emphasis on safety and/or risk management in the performance of their duties.

7.3.1.11. **(Added-446AW) Well Done Award.** This award recognizes individuals who perform an exceptional act or service that directly enhances the wing's safety program, mitigates operational risk, or fosters a superior safety culture across the installation.

7.3.1.12. **(Added-446AW) Individual Mishap-Free Flying-Hour Milestone Award.** See AFRC Safety Awards Guide located on the AFRC Safety SharePoint®.

7.3.2. Bullet-style writing is no longer authorized on the DAF Form 1206, *Nomination for Award*. All nominations must be written in narrative-style Performance Statements. **(T-1)** A Performance Statement is the DAF narrative-style of writing designed to communicate performance and achieve greater clarity to the broadest audience. Each Performance Statement must be a stand-alone sentence and include at least two of the following: action, impact, and/or outcome. The OPR for each award will establish the maximum length (number of lines) when announcing the award nomination criteria, however, no award nomination may exceed one full page. **(T-1)** (Exception: Awards sponsored by Department of Defense, other federal agencies, and non-federal entities, when specified.)

7.3.3. Performance Statements will be written in plain language and avoid use of uncommon acronyms and abbreviations. Only those items specifically identified on the approved Acronym and Abbreviation List should be considered. The Acronym and Abbreviation List is located online at **https://www.afpc.af.mil/Career-Management/Acronyms/**.

7.3.4. Comments regarding completion of advanced academic degree are prohibited for all officer nominations unless the specific award requires an advanced academic degree. **(T-1)**

7.3.5. Refer to DAFI 36-2803 for guidance on awards sponsored by non-federal entities, procurement of recognition items, travel for military or civilian employees, and travel for non-military members or non-DAF civilian employees.

7.3.6. Unless otherwise stated, nominations should be based on the grade held for the majority of the qualification period.

7.3.7. Refer to **paragraph A14.8**, for Air and Space Recognition Ribbon eligibility criteria. Civilian employees wear the Air and Space Recognition lapel button.

**7.4. Special Trophies and Awards Managed by AFPC.**

7.4.1. Refer to DAFI 36-2803 for composition of the AFPC awards board.

7.4.2. Commanders and civilian directors at all levels should actively advertise the nomination period and procedures for special trophies and awards. Commanders and civilian directors verify achievements and nominate those qualified for appropriate awards. MAJCOM, FLDCOM, and higher headquarters commanders, deputy commanders, or civilian directors endorse nominations on their personnel. Refer to **Attachment 7** for preparing nominations.

**7.5. Establishing Special Trophies and Awards.** Commanders and civilian directors at any level may establish special trophies and awards to recognize military and civilian personnel, teams, units, and organizations, provided the award fosters morale and esprit de corps. These awards should adhere to the requirements in paragraphs **7.5.1** and **7.5.2**, and shall be published in a supplement to this manual.

7.5.1. **Naming Special Trophies and Awards.**

7.5.1.1. Awards may be named in honor of living or deceased DAF military and civilian personnel with honorable records who made significant contributions to DAF or to the functional area in which the award is being established. When considering names, prioritize individuals of high standing or those whose careers or actions were exceptionally important and relevant to the award's function. However, individuals who served voluntarily with, held leadership positions within, or are otherwise affiliated with the Confederate States of America are ineligible for consideration (as per Public Law 116-92, Section 1749). Furthermore, naming awards after living individuals, especially recent commanders and leaders, should be infrequent and carefully considered, as the long-term significance of contributions to the DAF needs time to be objectively assessed. Finally, prominence or importance is not automatically conferred by membership in a particular demographic, even if the individual contributed to the DAF, DoD, or the nation, or was the first member of that demographic (but not the first overall) to achieve a specific aerial milestone.

7.5.1.2. Conduct quality force reviews and/or background checks to ensure there is no derogatory or reportable (information not derogatory but may bring discredit upon DoD or DAF) information on the individual. Possible sources to be included in these checks are:

7.5.1.2.1. Military Personnel Records.

7.5.1.2.1.1. Retired or deceased military members whose service was prior to 30 September 2004. Records are located at the National Personnel Records Center, Military Personnel Records, 1 Archives Drive, St Louis, MO 63138.

7.5.1.2.1.2. Currently serving members and members who separated or retired on or after 1 October 2004. Records are located at AFPC/DPSOR, 550 C Street West, Joint Base San Antonio-Randolph, TX 78130.

7.5.1.2.2. Civilian Personnel Records.

7.5.1.2.2.1. Employees who retired or separated before 20 April 2009, records are located at the National Archives and Records Administration, National Personnel Records Center (Civilian Personnel Records), 111 Winnebago Street, St Louis, MO 63118-4126.

7.5.1.2.2.2. Employees who retired or separated on or after 20 April 2009, records are located at the National Archives and Records Administration Annex, 1411 Boulder Boulevard, Valmeyer, IL 62295.

7.5.1.2.3. The local Judge Advocate office can review the Public Access to Court Electronic Records (PACER) database, which contains records of filings in federal courts.

7.5.1.2.4. Local Staff Judge Advocate can review (or coordinating the review of) the Automated Military Justice Analysis and Management System and/or the Foreign Criminal Jurisdiction databases.

7.5.1.2.5. Online websites for archived news articles.

7.5.1.2.6. Local newspapers.

7.5.1.2.7. Local courthouse records.

7.5.1.2.8. Local Office of Special Investigations or Security Forces.

7.5.1.2.9. Interview supervisors and coworkers.

7.5.1.3. Commanders and civilian directors at all levels who create a new organization level special trophy or award will establish the name of the award in accordance with **paragraph 7.5.1.1**. Awards manager or offices of primary responsibility notifies AFPC/DP3SP (**afpc.dp3sp.workflow@us.af.mil**) in writing with a memorandum signed by the appropriate commander or civilian director. Include the name of the award and criteria in an appropriate supplement to this manual.

7.5.1.4. HAF functional area managers who create a new functional community special trophy or award will establish the name of the award in accordance with **paragraph 7.5.1.1**. Awards managers or offices of primary responsibility for functional community special trophies or awards will add the criteria, submission procedures, and deadlines to the special trophies and awards database (**https://access.afpc.af.mil/**).

7.5.1.5. The names of awards will not include names of or references to non-federal entities. **(T-1)** For DAF awards sponsored by non-federal entities refer to DAFI 36-2803.

7.5.1.6. Recognition of distinguished individuals through the naming of DAF special trophies and awards is separate and distinct from acceptance of gifts of real property by the U.S. Air Force Academy, Air University, and DAF military museums made conditional upon naming rights pursuant to 10 USC § 2601(e) and AFI 51-506.

7.5.2. **Duplicate Awards.** Do not duplicate existing awards in either name or criteria. **(T-1)**

**7.6. Recognition by DoD and other Federal Agencies.** Commanders and civilian directors at all levels may nominate meritorious individuals, teams, or subordinate units for awards sponsored by DoD and other federal agencies. **Note**: Contractor personnel may not be nominated or included in a nomination for a special trophy or award even as a member of a mixed team of DAF personnel and contractor personnel. **(T-0)** Criteria, submission procedures, and deadlines for awards are listed in the special trophies and awards database (**https://access.afpc.af.mil/**). For some DoD awards (e.g., Spirit of Hope), AFPC/DPSTTC reviews nominations for a centralized DAF submission. For guidance regarding possible travel by service members and spouses to participate in presentation ceremonies refer to DAFI 36-2803, paragraphs 2.8.5 and 2.8.6.

## Chapter 8

## LAPEL BUTTONS AND OTHER AWARDS

**8.1. Air Force Lapel Button.** There are two buttons that have been issued. The first consists of the winged Air Force star in gold and silver colored metal, and was worn by USAF members (regular Air Force and Reserve component) who served in the USAF 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 USAF members who have since 30 July 1981. Wear lapel buttons only with civilian clothing, unless authorized in DAFI 36-2903.

**8.2. Other Lapel Buttons.** Lapel buttons are 21/32 inch long and 1/8 inch tall and are an enamel reproduction of the U.S. military award they represent. The MOH is represented by a lapel rosette.

**8.3. Cold War Recognition Certificate.** Public Law (PL) 105–85, Section 1084, established a Cold War Recognition Certificate to recognize all members of the U.S. Armed Forces and qualified federal government civilian personnel who faithfully and honorably served the U.S. during the Cold War Era, from 2 September 1945 to 26 December 1991.

8.3.1. Applicants present documentation of service or employment, such as a copy of their DD Form 214 for military members or an SF 50, *Notification of Personnel Action*, for civilian personnel. One certificate is authorized per person. **(T-0)** An individual who served in both civilian and military capacities may choose if he or she wants to receive a certificate for service as a member of the U.S. Armed Forces or as a federal civilian employee.

8.3.2. Submit requests via the Cold War Certificate Program webpage at **https://www.hrc.army.mil/content/Cold%20War%20Recognition%20Certificate%20Program%20**. Overview or write to US Army Human Resources Command, Cold War Recognition Program, ATTN: AHRC-PDP-A, Department 480, 1600 Spearhead Division Avenue, Fort Knox, KY, 40122-5408.

**8.4. Military Working Dog Handler Certificate of Commendation.** Commanders and civilian leaders authorized to approve the ASAM, may award the certificate to military working dog handlers for acts of valor or meritorious achievement on or after 13 August 2018, by such handlers and their working dog. Approval of the certificate does not prevent award of other types of recognition to the military handler (e.g., a decoration award and campaign medal). The certificate may be awarded posthumously. Retroactive award of the certificate is not authorized prior to 13 August 2018. **(T-0)** A DD Form 3059, *Military Working Dog Handler Certificate of Commendation*, is issued for approved awards. No medal or device accompanies the award.

8.4.1. The DD Form 3059 can be downloaded at **https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd3059.pdf**. Print the form in full-color on 8.5 x 11-inch cardstock paper. Cardstock paper shall have a smooth surface and of solid color (i.e., no marbling or flecks).

8.4.2. Instructions for completing the DD Form 3059 are: 1) in the space below the "TO" line, enter the military working dog handler's grade, first name, middle initial, last name, and Military Department (e.g., SSGT JOHN M. DOE, USAF) and 2) in the space below the "AND" line, enter the name and breed or type of the military working dog (e.g., BULLET, GERMAN SHEPHERD; REX, PATROL-EXPLOSIVE DETECTOR DOG).

**8.5. Atomic Veterans Service Certificate.** Pursuant to Section 581, FY19 NDAA, the Atomic Veterans Service Certificate is awarded to radiation-exposed veterans as defined in 38 USC § 1112(c)(3). For submission requirements and procedures go to the Defense Threat Reduction Agency webpage at **https://www.dtra.mil/Mission/Nuclear-Test-Personnel-Review/Atomic-Vets-Service-Certificate/**.

**8.6. Certificate of Commendation.** Military and civilians serving as commander, director, or division chief may recognize members for an unusual achievement or contribution that does not meet the criteria for other awards. Such situations include, but are not limited to, noteworthy accomplishments while on special assignment or during short periods when an unusual duty situation or emergency exists, significant contribution to a DAF program recognized by an outside organization, and job-related exceptional participation in civic or professional activities. An AF Form 3034, *Certificate of Commendation*, is issued for approved awards. No medal or device accompanies the award. Refer to DODI 1400.25V451_AFI36-1004, *Civilian Recognition Program*, for civilian eligibility.

**8.7. Certificate of Achievement.** Military and civilians serving as commander, director, or division chief may recognize members for periods of faithful service, acts, or achievements which do not meet the criteria for a decoration. An DAF Form 3032, *Certificate of Achievement*, or a Certificate of Achievement of local design, accompanies this award. No medal or device accompanies the award. Refer to DODI 1400.25V451_AFI36-1004, for civilian eligibility.

**8.8. Commemorative Medals.** Various commercial vendors offer commemorative medals that 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, DAF, or the other Military Departments. As such, and in accordance with DAFI 36-2903, these medals and corresponding ribbons are not authorized for wear on official military uniforms.

**8.9. One-Time Recognition Awards.** A one-time award (e.g., certificates and leadership coins) may be presented to an individual or team members (except contractor employees) whose achievements make a noteworthy contribution to the effectiveness and efficiency of DAF. Refer to AFI 65-601 Volume 1, *Budget Guidance and Procedures*, and DAFMAN 65-605, Volume 1, *Budget Guidance and Technical Procedures*, for guidance on the procurement and use of these items, including Unit Recognition Coins.

8.9.1. Unit Recognition Coins may be purchased with appropriated funds or nonappropriated funds to recognize DAF employees (except contractors) in accordance with DAF budget guidance and restrictions. Such Unit Recognition Coins are separate and distinct from coins used as mementos and welcoming gifts for distinguished foreign and civilian dignitaries, pursuant to AFI 65-603, *Emergency and Extraordinary Expense Authority*.

8.9.1.1. Generally, appropriated fund employees should be recognized with recognition items (including coins) purchased with appropriated funds and nonappropriated fund employees should be recognized with recognition items purchased with nonappropriated funds. However, so long as the one-time recognition items are used for acknowledging superior performance by the government employee in support of an agency direct mission requirement, there is no need for commanders, directors, and other DAF officials to obtain recognition items from an alternate fund source (i.e., appropriated or nonappropriated funds) that they would only have rare occasion to utilize.

8.9.1.2. Thus, either appropriated funds or nonappropriated funds may be used to purchase the necessary minor recognition items (including coins) to conduct on-the-spot recognition of DAF employees whose exemplary performance contributed to the unit's mission accomplishment. Because of the prevalence of contract vendors in nonappropriated fund retail activities, commanders and directors should use due caution to avoid accidentally recognizing a contractor employee with a government-funded recognition item.

8.9.2. Many leaders also choose to purchase coins with personal funds for select uses (e.g., to recognize a member of the mayor's staff who worked commendably to finalize a community partnership agreement with the installation or the director of a local nonprofit entity that provided meal assistance to base personnel displaced from housing due to a natural disaster). Recognition coins, including such personally funded coins, may not be given to contractor personnel unless completely outside the scope of their (their company's) contract with the Department of Defense (e.g., a contractor employer performs lifesaving cardiopulmonary resuscitation on a retiree who collapsed at the Exchange Food Court).

8.9.2.1. Leaders may use the same vendors identified for unit-funded coins to purchase personally funded coins and may have subordinates place such orders if the additional workload to do so is de minimis.

8.9.2.2. Leaders may personalize personally funded coins provided the coins are administratively segregated from government-funded coins. The use of personally-funded (including personalized personally-funded) coins to recognize subordinates is not considered an unauthorized augmentation of appropriated funds.

8.9.3. Unit Recognition Coins may be used as one-time recognition items by unit commanders or directors, vice (or deputy) commanders or deputy directors, and senior enlisted advisors consistent with unit guidance. Such members of unit leadership teams may designate officials to present said coins on their behalf when circumstances warrant. Commander coins may not be personalized, except the coins of SecAF, Under Secretary of the Air Force, CSAF, CSO, Vice Chief of Staff of the Air Force, Vice Chief of Space Operations, Assistant Vice Chief of Staff of the Air Force, Assistant Vice Chief of Space Operations, CMSAF, and CMSSF.

8.9.4. Unit unofficial activities (e.g., social fund under the direction of the unit commander) may sell unofficial unit coins bearing the unit logo and emblem to military members, civilian employees, and family members that are procured using only unit unofficial activity resources and in order to conduct 'by us, for us' fundraising in accordance with the Joint Ethics Regulation. Unit affiliated and installation-recognized private organizations, pursuant to AFI 34-223, *Private Organizations (PO) Programs*, may purchase at wholesale cost and later resell at a profit unofficial unit coins and other unofficial unit memorabilia (e.g., ball caps) at Open Houses in accordance with AFMAN 10-1004, *Conducting Air Force Open Houses*, with an approved concessionaire license. Unit-affiliated private organizations may sell unofficial unit coins and memorabilia at other community relations events with the installation commander's advance permission, in accordance with AFI 36-3101, *Fundraising*. Contractor personnel are free to purchase unofficial unit coins at such events. Such sales will not take on the appearance of a DAF ceremony or presentation.

8.9.5. The purchase and use of Unit Recognition Coins is one of those areas of organizational leadership that must be self-regulated. There is no "absolute limit" to the number of organizational coins that a commander or director may present to eligible military and civilian employees (see general guidance in **paragraph 8.9.5.2**), but the use of such coins should be a prudent use of taxpayer funds and legitimately recognize meritorious performance or achievement and should not replace established programs of recognition.

8.9.5.1. Factors that go into determining a prudent number of Unit Recognition Coins to be purchased and presented should include:

8.9.5.1.1. The total size of the organization;

8.9.5.1.2. The organization's operational tempo and significant events, operations, exercises, inspections, and milestones;

8.9.5.1.3. The utilization of collaborative teams (e.g., working groups, tiger teams) to accomplish organizational goals; and

8.9.5.1.4. Whether the organization also has a robust system of established, periodic recognition.

8.9.5.2. As a general rule, commanders, directors, and other designated leaders should recognize no more than 10 percent of unit employees per month, based on an annual average, with Unit Recognition Coins.

8.9.5.2.1. Commanders may, at their discretion, award personally-funded coins to unit employees. This use of personal funds is permissible and does not constitute unauthorized augmentation of appropriated funds. However, the use of these coins should not justify exceeding the 10% average monthly award rate.

8.9.5.2.2. For purposes of this section, detailed members from the other Military Services and other federal agencies, foreign military exchange program personnel, and 10 USC § 1588 volunteers as prescribed by DoDI 1100.21, *Voluntary Services in the Department of Defense*, may be considered as unit employees.

8.9.5.2.3. Volunteer directors of the Commander's Key Support Programs (CKSP) may be authorized to present unit coins to subordinate CKSP volunteers per **paragraph 8.9.3** and as permitted by DAFI 36-3009, *Military and Family Readiness Centers*, paragraph 4.9.2.3..

ALEX WAGNER
Assistant Secretary
(Manpower and Reserve Affairs)

**(446AW)**

JOSEPH M. VANONI, Colonel, USAF
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

EO 10163, *The Armed Forces Reserve Medal*, 25 September 1950

EO 10439, *Amendment of Executive Order 10163, Establishing the Armed Forces Reserve Medal*, 19 March 1953

EO 10448, *Establishing the National Defense Service Medal*, 22 April 1953

EO 10631, *Code of Conduct for members of the Armed Forces of the United States*, 17 August 1955

EO 11965, *Establishing the Humanitarian Service Medal*, 19 January 1977

EO 12776, *Extending the National Defense Service Medal to Members of the Reserve Components of the Armed Forces of the United States During the Period of the Persian Gulf Crisis*, 8 October 1991

EO 12830, *Establishing the Military Outstanding Volunteer Service Medal*, 9 January 1993

EO 12985, *Establishing the Armed Forces Service Medal*, 11 January 1996

EO 13013, *Amending Executive Order No. 10163, the Armed Forces Reserve Medal*, 6 August 1966

EO 13154, *Establishing the Kosovo Campaign Medal*, 3 May 2000

EO 13289, *Establishing the Global War on Terrorism Medals*, 12 March 2003

EO 13293, *Amendment to Executive Order 10448, Establishing the National Defense Service Medal*, 28 March 2003

EO 13363, *Establishing the Afghanistan and Iraq Campaign Medals*, 29 November 2004

EO 13478, *Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers*, 18 November 2008

EO 13723, *Establishing the Inherent Resolve Campaign Medal*, 30 March 2016

EO 8808, *American Defense Service Medal*, 28 June 1941

EO 9158, *Air Medal*, 11 May 1942

EO 9242-A, *Amending Executive Order 9158 of May 11, 1942, To Provide That the Air Medal May Be Awarded to Persons Serving With the Army, Navy, Marine Corps, or Coast Guard of the United States*, 11 September 1942

EO 9265, *American, European-African-Middle Eastern and Asiatic-Pacific Campaign Medals*, 6 November 1942

EO 9365, *Women's Army Corps Service Medal*, 29 July 1943

EO 9419, *Bronze Star Medal*, 4 February 1944

EO 9706, *Amending Executive Order No. 9265 of November 6, 1942, Establishing the American, European-African-Middle Eastern and Asiatic-Pacific Campaign Medals*, 15 March 1946

PL 104-106, *National Defense Authorization Act for Fiscal Year 1996*

PL 105-85, *National Defense Authorization Act for Fiscal Year 1998*

PL 107-248, *Department of Defense Appropriations Act, 2003*

PL 107-314, *Bob Stump National Defense Authorization Act for Fiscal Year 2003*

PL 108-234, *An act to provide for the establishment of separate campaign medals to be awarded to members of the uniformed services who participate in Operation Enduring Freedom and to members of the uniformed Services who participate in Operation Iraqi Freedom*

PL 111-383, *Ike Skelton National Defense Authorization Act for Fiscal Year 2011*

PL 116-92 Section 1749, *Prohibition on Names Related to the Confederacy*

PL 80-314, *to amend section 1 of the Act of July 20, 1942 (56 Stat. 662), as amended, relating to the acceptance of decorations, orders, medals, and emblems by officers and enlisted men of the armed forces of the United States tendered them by governments of cobelligerent nations, neutral nations, or other American Republics*

PL 81-503, *to authorize the acceptance of foreign decorations for participating in the Berlin airlift*

PL 83-354, *An Act to authorize certain members of the Armed Forces to accept and wear decorations of certain foreign nations*

PL 86-600, *to provide for the presentation of a medal to persons who have served as members of a United States expedition to Antarctica*

PL 88-593, *to provide for notice of change in control of management of insured banks, and for other purposes*

PL 89-257, *to authorize certain members of the Armed Forces to accept and wear decorations of certain foreign nations*

5 USC § 7342, *Receipt and Disposition of Foreign Gifts and Decorations*

8 USC § 1189, *Designation of foreign terrorist organizations*

10 USC § 101, *Definitions*

10 USC § 10143, *Ready Reserve: Selected Reserve*

10 USC § 1121, *Legion of Merit: award*

10 USC § 1125, *Recognition for Accomplishments: Award of Trophies*

10 USC § 1127, *Precedence of the award of the Purple Heart*

10 USC § 1128, *Prisoner-of-war medal: issue*

10 USC § 1129, *Purple Heart: members killed or wounded in action by friendly fire*

10 USC § 1130, *Consideration of Proposals for Decorations Not Previously Submitted in Timely Fashion: Procedures for Review*

10 USC § 1131, *Purple Heart: limitation to members of the armed forces*

10 USC § 1133, *Bronze Star: limitation on persons eligible to receive*

10 USC § 1134, *Medal of honor: award to individual interred in Tomb of the Unknowns as representative of casualties of a war*

10 USC § 1136, *Honorable Service Requirement for Award of Military Decorations*

10 USC § 12301, *Reserve components generally*

10 USC § 12302, *Ready Reserve*

10 USC § 12304, *Selected Reserve and certain Individual Ready Reserve members; order to active duty other than during war or national emergency*

10 USC § 1332, *Determining retirement eligibility*

10 USC § 1588, *Authority to accept certain voluntary services*

10 USC § 2601, *General Gift Funds*

10 USC § 8444, *Authorizes the President, in time of war or national emergency*

10 USC § 8445, *Provided that in addition to temporary appointments authorizes, in time of war or national emergenc*y

10 USC § 9271, *Medal of honor: award*

10 USC § 9271, *Air Force cross: award*

10 USC § 9273, *Distinguished-service medal: award*

10 USC § 9274, *Medal of honor; Air Force cross; distinguished-service medal: limitations on award*

10 USC § 9276, *Silver star: award*

10 USC § 9279, *Distinguished flying cross: award; limitations*

10 USC § 9280, *Airman's Medal: award; limitations*

10 USC § 9284, *Medal of honor: duplicate medal*

10 USC § 9285, *Medal of honor: presentation of Medal of Honor Flag*

10 USC § 9286, *Korea Defense Service Medal*

31 USC § 1353, *Acceptance of Travel and Related Expenses from Non-Federal Sources*

36 USC § 903, *Designation of Medal of Honor Flag*

37 USC § 310, *Special pay: duty subject to hostile fire or imminent danger*

37 USC § 351, *Hazardous duty pay*

38 CFR § 3.309, *Disease subject to presumptive service connection*

42 USC § 213, *Military benefits*

Joint Ethics Regulation (JER), 15 May 2024

DoDI 1100.21, Voluntary Services in the Department of Defense, 27 March 2019

DoDI 1348.33, *Military Decorations and Awards Program*, 21 December 2016

DoDI 1400.25V451_AFI36-1004, *Civilian Recognition Program*, 29 April 2019

DoDI 5400.11, *DoD Privacy and Civil Liberties Programs*, 29 January 2019

DoDM 1348.33, Volume 1, *Manual of Military Decorations and Awards: Medal of Honor*, 21 December 2016

DoDM 1348.33, Volume 2, *Manual of Military Decorations and Awards: DoD Service Awards – Campaign, Expeditionary, and Service Medals*, 21 December 2016

DoDM 1348.33, Volume 3, *Manual of Military Decorations and Awards: DoD-Wide Personal Performance and Valor Decorations*, 21 December 2016

DoDM 1348.33, Volume 4, *Manual of Military Decorations and Awards: DoD Joint Decorations and Awards*, 21 December 2016

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

**(Added-446AW)** AFMAN 33-322, *Records Management and Information Governance Program*, 27 Jul 2021

DAFI 36-2603, *Air Force Board for Correction of Military Records (AFBCMR)*, 4 October 2022

DAFI 36-3101, *Fundraising*, 26 October 2022

DAFMAN 36-2032, *Military Recruiting and Accessions*, 16 January 2025

DAFPD 10-9, *Lead Command/Lead Agent Designation and Responsibilities for United States Air Force Weapon Systems, Non-Weapon Systems, and Activities*, 25 May 2021

DAFPD 16-6, *International Arms Control and Nonproliferation Agreements, and the DOD Foreign Clearance Program*, 7 August 2024

DAFPD 36-28, *Awards Program*, 24 May 2021

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 34-1201, *Protocol*, 8 October 2024

AFI 34-223, *Private Organizations (PO) Program*, 13 December 2018

DAFI 36-2110, *Total Force Assignments*, 9 August 2024

DAFI 36-2670, *Total Force Development*, 25 June 2020

DAFI 36-2803, *Military Decorations and Awards Program*, 3 May 2022

DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*, 29 February 2024

AFI 36-3101, *Fundraising*, 9 October 2018

AFI 36-3203, *Service Retirements*, 29 January 2021

AFI 51-506, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*, 16 April 2019

AFI 65-601, Volume 1, *Budget Guidance and Procedures*, 22 June 2022

AFI 65-603, *Emergency and Extraordinary Expense Authority*, 29 April 2020

DAFMAN 65-605, Volume 1, *Budget Guidance and Technical Procedures*, 31 March 2021

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

AFMAN 10-1004, *Conducting Air Force Open Houses*, 23 August 2018

AFPAM 36-2801, Volume 1, *Unit Decorations, Awards, and Campaign Participation Credits, 15 June 1971*, 15 June 1971

AFPAM 36-2801, Volume 2, *Unit Decorations, Awards, and Campaign Participation Credits Approved, 1 Jan 1970 - 1 Jan 1981*, 23 November 1981

AFPAM 36-2801, Volume 3, *Unit Decorations, Awards, and Campaign Participation Credits Approved, 1 Jan 1981 - 31 Dec 1991*, 20 September 1984

AFH 33-337, *The Tongue and Quill*, 27 May 2015

***Prescribed Forms***

DAF Form 104, *Service Medal Award Verification*

DAF Form 1206, *Nomination for Award*

DAF Form 2217A, *Distinguished Service Medal* (two signature lines)

DAF Form 2221A, *Purple Heart* (two signature lines)

(**DELETED**) AF Form 2224A, *Air Force Commendation Medal* (restricted)

DAF Form 2224C, *Air and Space Commendation Medal* (Two Signature Lines)

DAF Form 2224D, *Air and Space Commendation Medal* (myDecs use only)

DAF Form 2228A, *Meritorious Service Medal* (two signature lines)

DAF Form 2228B, *Meritorious Service Medal* (myDecs use only)

DAF Form 2233C, *Air Medal* (Achievement) (two signature lines)

DAF Form 2233D, *Air Medal* (Heroism) (two signature lines)

DAF Form 2233E, *Air Medal* (Achievement) (myDecs use only)

DAF Form 2235A, *Bronze Star Medal* (two signature lines)

DAF Form 2239A, *Legion of Merit* (two signature lines)

DAF Form 2243A, *Airman's Medal* (Two Signature Lines)

DAF Form 2247A, *Distinguished Flying Cross* (Achievement) (Two Signature Lines)

DAF Form 2251A, *Distinguished Flying Cross* (Heroism) (Two Signature Lines)

DAF Form 2256, *Silver Star* (One Signature Line)

DAF Form 2258, *Air Force Cross* (restricted)

DAF Form 2262B, *Air and Space Organizational Excellence Award* (Achievement)

DAF Form 2265B, *Air and Space Organizational Excellence Award* (Service)

DAF Form 2268, *Medal of Honor* (restricted)

DAF Form 2269B, *Air and Space Outstanding Unit Award* (Service)

DAF Form 2271B, *Air and Space Outstanding Unit Award* (Achievement)

DAF Form 2273C, *Air and Space Achievement Medal* (two signature lines)

DAF Form 2273D, *Air and Space Achievement Medal* (myDecs use only)

DAF Form 2278A, *Aerial Achievement Medal* (Two Signature Lines)

DAF Form 2278B, *Aerial Achievement Medal* (myDecs use only)

DAF Form 3501, *Medal of Honor Travel and Identification Card* (restricted)

DAF Form 3994, *Recommendation for Decoration Deployment/Contingency Operations*

DAF Form 4423, *Presidential Unit Citation* (SecAF Signature Line) (restricted)

DAF Form 4424A, *Gallant Unit Citation* (Two Signature Lines)

DAF Form 4425A, *Meritorious Unit Award* (Two Signature Lines)

***Adopted Forms***

AF Form 522, *USAF Ground Weapons Training Data*

AF Form 973, *Request and Authorization for Change of Administrative Orders*

AF Form 1168, *Statement of Suspect/Witness/Complainant*

AF Form 1192, *USAF Installations Characteristics Report*

AF Form 3034, *Certificate of Commendation*

DAF Form 847, *Recommendation for Change of Publication*

DAF Form 3032, *Certificate of Achievement*

DD Form 149, *Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code Section 1552*

DD Form 214, *Certificate of Uniformed Service*

DD Form 1348-6, *Single Line Item Requisition System Document, DoD (Manual-Long Form)*

DD Form 3059, *Military Working Dog Handler Certificate of Commendation*

SF 50, *Notification of Personnel Action*

SF 180, *Request Pertaining to Military Records*

***Abbreviations and Acronyms***

**AAM**—Aerial Achievement Medal

**AFBCMR**—Air Force Board for Correction of Military Records

**AFC**—Air Force Cross

**AFEM**—Armed Forces Expeditionary Medal

**AFGM**—Air Force Guidance Memorandum

**AFGCM**—Air Force Good Conduct Medal

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFP**—Air Force Pamphlet

**AFPAM**—Air Force Pamphlet

**AFPC**—Air Force Personnel Center

**AFPD**—Air Force Policy Directive

**(Added-446AW) AFPD**—Air Force Policy

**(Added-446AW) AFRC**—Air Force Reserve Command

**(Added-446AW) AFRIMS**—Air Force Records Information Management System

**AM**—Air Medal

**AMNM**—Airman's Medal

**ARFMSM**—Air Reserve Forces Meritorious Service Medal

**ASAM**—Air and Space Achievement Medal

**ASCM**—Air and Space Campaign Medal

**ASCOM**—Air and Space Commendation Medal

**ASESR**—Air and Space Expeditionary Service Ribbon

**ASLSA**—Air and Space Longevity Service Award

**ASOEA**—Air and Space Organization Excellence Award

**ASOR-L**—Air and Space Overseas Ribbon (Long)

**ASOR-S**—Air and Space Overseas Ribbon (Short)

**ASOUA**—Air and Space Outstanding Unit Award

**ASRR**—Air and Space Recognition Ribbon

**ASTR**—Air and Space Training Ribbon

**(Added-446AW) AW**—Airlift Wing

**BMTHGR**—Basic Military Training Honor Graduate Ribbon

**BSM**—Bronze Star Medal

**CAM**—Combat Action Medal

**CRM**—Combat Readiness Medal

**CC**—Commander

**CMSAF**—Chief Master Sergeant of the Air Force

**CMSSF**—Chief Master Sergeant of the Space Force

**COMAFOR**—Commander of Air Force Forces

**CRM**—Combat Readiness Medal

**CSAF**—Chief of Staff of the Air Force

**CSO**—Chief of Space Operations

**CT**—Counter Terrorism

**DAF**—Department of the Air Force

**DAFI**—Department of the Air Force Instruction

**DAFMAN**—Department of the Air Force Manual

**DAFPD**—Department of the Air Force Policy Directive

**DCS**—Deputy Chief of Staff

**DECOR6**—Recommendation for Decoration Printout

**DEROS**—Date Estimated Return From Overseas

**DFC**—Distinguished Flying Cross

**(Added-446AW) Directive AFI**—Air Force Instruction

**DOD**—Department of Defense

**DRU**—Direct Reporting Unit

**DSDR**—Developmental Special Duty Ribbon

**DSM**—Distinguished Service Medal

**EO**—Executive Order

**FLDCOM**—Field Command

**FLO**—Foreign Liaison Office

**FOA**—Field Operating Agency

**FSS**—Force Support Squadron

**GWOTEM**—Global War on Terrorism Expeditionary Medal

**GUC**—Gallant Unit Citation

**HAF**—Headquarters Air Force

**IT**—Information Technology

**LOM**—Legion of Merit

**MAJCOM**—Major Command

**MILPDS**—Military Personnel Data System

**MOH**—Medal of Honor

**MSM**—Meritorious Service Medal

**MUA**—Meritorious Unit Award

**NAFI**—Nonappropriated Fund Instrumentality

**NATO**—North Atlantic Treaty Organization

**NDOSM**—Nuclear Deterrence Operations Service Medal

**NGB**—National Guard Bureau

**OLC**—Oak Leaf Cluster

**OPR**—Office of Primary Responsibility

**(Added-446AW) OPR**—Office of Primary Responsibility POC – Point of Contact

**OSI**—Office of Special Investigations

**OAYR**—Outstanding Airman of the Year Ribbon

**PACER**—Public Access to Court Electronic Records

**PH**—Purple Heart

**PL**—Public Law

**PNOK**—Primary Next of Kin

**POTUS**—President of the United States

**POW**—Prisoner of War

**PUC**—Presidential Unit Citation

**(Added-446AW) RDS**—Records Disposition

**(Added-446AW) SE**—Safety Office

**SECAF**—Secretary of the Air Force

**SECDEF**—Secretary of Defense

**(Added-446AW) SEF**—Flying Safety Officer System

**SF**—Standard Form

**SS**—Silver Star

**STARR**—Stellar Talent Acquisitions Recruiting Referral

**(DELETED) TMO**—Talent Management Office

**UN**—United Nations

**USAF**—United States Air Force

**USC**—United States Code

**USSF**—United States Space Force

**WAPS**—Weighted Airman Promotion System

***Office Symbols***

**AF/A1**—Deputy Chief of Staff for Manpower, Personnel, and Services

**AF/A1P**—Director of Air Force Military Force Management

**AF/A2/6**—Air Force Deputy Chief of Staff for Intelligence, Surveillance, Reconnaissance, and Cyber Effects Operations

**AF/A3**—Air Force Deputy Chief of Staff for Operations

**AF/A3TF**—Directorate of Training and Readiness, Total Force Aircrew Management

**AF/A10**—Air Force Deputy Chief of Staff for Strategic Deterrence and Nuclear Integration

**AF/CC**—Chief of Staff of the Air Force

**AF/CCC**—Chief Master Sergeant of the Air Force

**AF/CV**—Vice Chief of Staff of the Air Force

**AF/DS**—Director of Staff of the Air Force

**AF/HO**—Air Force Historical Studies Office

**AF/HOH**—Air Force Historical Studies Office, Research & Analysis Division

**AF/RE**—Chief of Air Force Reserve

**AFHRA/ISAM**—Air Force Historical Research Agency

**AFHRA/RSO**—Air Force Historical Research Agency. Research Service Office

**AFLCMC/WNU**—Air Force Clothing and Textile Office, Human Systems Division

**AFPC/DPSOR**—Air Force Personnel Center, Records Management Office

**AFPC/DPSTTC**—Air Force Personnel Center, AFPC Military Recognition Branch

**AFPC/DP3**—Air Force Personnel Center, Directorate of Personnel Services

**AFPC/DP3S**—Air Force Personnel Center, Military Sustainment and Transition Division

**AFPC/DP3SP**—Air Force Personnel Center, Promotions, Evaluations and Recognitions Policy Branch

**AFPC/IG**—Air Force Personnel Center, Inspector General

**ARPC/DPTG**—Air Reserve Personnel Center, Directorate of Personnel Transformation, Operations Division

**NGB/A1**—National Guard Bureau, Director of Manpower, Personnel, and Services

**NGB/CF**—Director of the Air National Guard

**NPRC-MPR**—National Personnel Records Center, Military Personnel Records

**SAF/IA**—Assistant Secretary of the Air Force for International Affairs

**SAF/IA FLO**—Assistant Secretary of the Air Force for International Affairs, Foreign Liaison Office

**SAF/LL**—Director of Legislative Liaison

**SAF/MR**—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

**SAF/MRM**—Deputy Assistant Secretary of the Air Force for Force Management Integration

**SAF/OS**—Office of the Secretary of the Air Force

**SAF/US**—Under Secretary of the Air Force Office

**SF/CMSSF**—Chief Master Sergeant of the Space Force

**SF/CSO**—Chief of Space Operations

**SF/DS**—Director of Staff of the Space Force

**SF/S1**—Deputy Chief of Space Operations for Human Capital

**SF/S1P**—Director of Space Force Military Policy and Management

**SF/VCSO**—Vice Chief of Space Operations

***Terms***

**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.

**Accoutrement**—See Device.

**Area of Eligibility (or Area of Responsibility)**—The designated area identified as theater of combat or expeditionary operations.

**Armed Forces**—Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard.

**Battle**—A fight, especially a large-scale engagement, between armed forces on land, at sea, or in the air; armed fighting, combat, or war; a fight, struggle, or conflict.

**Campaign**—A series of related military operations aimed at accomplishing a strategic or operational objective within a given time and space.

**Campaign Medal**—Used to recognize active participation in a war or significant military combat operation, of long duration and significant scope. Award is 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.

**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.

**Combatant Command**—A unified or specified command with a broad continuing mission under a single commander established and so designated by POTUS, through 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.

**Combatant Commander**—A commander of one of the unified combatant commands.

**Component**—1) One of the subordinate organizations that constitute a joint force. Normally a joint force is organized with a combination of Service and functional components. 2) A subcategory of a military Service that is designated as either "Active/Regular" or "Reserve."

**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.

**Conspicuous**—Attracting attention by being unexpected, unusual, outstanding, remarkable, striking.

**Contractors**—Non-DoD personnel employed as contractors with a profit-making relationship with DAF. Contractors are ineligible for awards in this publication (unless so specified).

**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**—Refer to personal military decoration.

**Department of the Air Force**—Also called "DAF"; comprised of Regular Air Force, the Regular Space Force, the Air Force Reserve, and the Air National Guard.

**Device**—An accessory or other item associated with an award (i.e., lapel button, rosette, or oak leaf cluster). Referred to as an appurtenance or accoutrement in previous versions of the awards instruction and manual.

**Direct Support**—Services being supplied to participating forces in the area of eligibility by ground units and aircrafts provided it involves actually entering the designated area of eligibility. This includes units and aircrafts providing logistic, patrol, guard, reconnaissance, or other military support within the designated area of eligibility.

**Direct Impact**—"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.

**Domain**—Described as air, land, maritime, space, and cyberspace domains. 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.

**Employment**—The strategic, operational, or tactical use of forces.

**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. 2) 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.

**Expedition**—A military operation conducted by an armed force to accomplish a specific objective in a foreign country.

**Expeditionary Medal**—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 is 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 Awards**—A "foreign award" is typically a medal, ribbon, device, badge, emblem, or insignia 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 DAF member, unit, organization, or command.

**Foreign Government**—Includes any unit of foreign governmental authority (including any foreign national, state, local, and municipal government, as well as any political party or commercial entity exercising sovereign authority) or any international or multinational organization whose membership is composed of the agents or representatives of any of these foreign governments.

**Foreign Terrorist Organization**—An entity designated as a foreign terrorist organization by the Secretary of State pursuant to 8 USC § 1189.

**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; heroism.

**Gallantry in Action**—Heroism of high degrees including risk of life.

**Headquarters Air Force (HAF)**—The HAF includes the Secretariat, the Air Staff, and the Office of the Chief of Space Operations. See DAFMAN 90-161.

**Heroism**—1) Non-combat heroism is heroic conduct especially as exhibited in fulfilling a high purpose or attaining a noble end involving the voluntary risk of life. 2) Combat heroism is synonymous with valor.

**Honorable**—Acceptable conduct and service based on DAF standards.

**Honorable Service**—Characterization of one's conduct to be that of honest and faithful service according to the standards of conduct and duty required by laws and customs of the service of a member of the grade to whom the standard is applied.

**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.

**Intrepid**—Not afraid, bold, fearless, dauntless, very brave.

**Killed in Action**—A battle casualty killed in action against the enemy or as a result of enemy action.

**Kinetic**—Relating to actions designed to produce effects using the forces and energy of moving bodies and directed energy, including physical damage to, alteration of, or destruction of targets.

**Medal**—A term used to include the three categories of awards, namely: personal military 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 grade. 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 10 USC § 101.

**Medical Professional**—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 Achievement**—Refer to Outstanding Achievement.

**Meritorious Service**—Individual performance that exceeds that expected by virtue of grade and experience, based on accomplishments during an entire tour of duty. Personal military decorations given for meritorious service cover the period of the controlled duty tour, plus any extensions; typically, greater than 12 months of service.

**Non-Combat Heroism**—Refer to Heroism.

**Non-Kinetic**—Relating to actions designed to produce effects without the direct use of the force or energy of moving objects and directed energy sources.

**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**—A single, specific act or accomplishment, separate and distinct from regularly assigned duties, with definite beginning and ending dates. Personal military decorations for outstanding (or meritorious) achievement are typically awarded for a period less than 12 months.

**Participation in Aerial Flight**—Refers to being physically present in the military aircraft or spacecraft during aerial flight.

**Permanently Assigned**—Assigned to an authorized billet on an organization's permanent manning document and under the UCMJ authority of the organization's commander.

**Personal Military Decoration**—A decoration bestowed upon an individual to recognize an act(s) of valor, non-combat heroism, meritorious service, or outstanding achievement.

**Posthumous**—Occurring or coming into existence after a person's death.

**Primary Next of Kin**—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 in the place of the parent (and other persons specifically designated as next of kin by the member).

**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 12 August 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 that do not amount to breaches of the law of armed conflict.

**Radiation-Exposed Veteran**—Refer to Title 38 Code of Federal Regulations Section 3.309(d)(3).

**Recommending Official**—For the purpose of this publication, the recommending official is the member's supervisor or rater, a DAF employee higher in grade and in the member's chain of command, or a DAF employee higher in grade and who has first hand knowledge of the act or achievement for which the nominee is being recognized.

**Service**—The time period of the assignment (to include any extensions).

**Service Medal**—Denotes: 1) Participation in military operations that do not involve conflict with an armed enemy; or, 2) Military service meeting specific criteria (for example, honorable service while a POW). Prolonged military presence, peacekeeping, and humanitarian relief are examples of military actions that warrant consideration for a service medal.

**Sponsor**—An organization (including commercial and non-profit entities and families of deceased military members) that pays for the cost of recognition items (including printing and engraving costs), and may, pursuant to 31 USC § 1353, pay for the cost of the award recipient (or unit commander in the case of unit awards) and the spouse of the award recipient's travel to the official award presentation ceremony.

**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**—A team is a group of thirty or less people, organized for a common purpose (for example, Operational Planning Team) or an operation (for example, a bomber crew, security forces contingent, etc.) that is not constituted as an organization or unit. Excluded from this definition are Headquarters Air Force Test and Evaluation awards.

**Theater**—The geographic area for which a commander or combatant command has been assigned responsibility.

**Unified Combatant Command**—Military command which has broad, continuing missions and which is composed of forces from two or more of the Military Departments.

**United States Armed Forces**—Denotes collectively all components of the United States Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard.

**Valor**—An act or acts of heroism by an individual above what is normally expected while engaged in direct combat with an enemy of the U.S., or an opposing foreign or armed force, 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.

**Wound**—An injury to any part of the body from an outside force or agent.

**Wounded in Action**—A wound incurred 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.

## Attachment 2

## CRITERIA--PERSONAL MILITARY DECORATIONS

**A2.1. General Information.** Refer to **Section 2C** of **Chapter 2.** Also refer to Attachments **3** and **12** for processing procedures.

**A2.2. MEDAL OF HONOR (MOH).** The medal was established by Joint Resolution of Congress on 12 July 1862 (amended by Act of 9 July 1918 and 10 §§ 9271, 9284 and 9285). It is the highest and most prestigious U.S. military medal.

A2.2.1. **Eligibility.** The medal is awarded by POTUS in the name of Congress to a person who, while a member of the Air Force or the Space Force, distinguishes himself or herself conspicuously by gallantry and intrepidity at the risk of his or her life above and beyond the call of duty: while engaged in an action against an enemy of the U.S.; while engaged in military operations involving conflict with an opposing foreign force; or 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.

A2.2.2. The deed performed must have been one of personal heroism or self-sacrifice so conspicuous as to clearly distinguish the service member above his or her comrades and must have involved risk of life. **(T-0)**

A2.2.3. The nomination must contain proof beyond a reasonable doubt that the service member performed the valorous action for which they were recommended for the MOH. **(T-0)**

A2.2.4. While criteria includes a requirement for the 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 criteria.

A2.2.5. The MOH may not be awarded to foreign military personnel. **(T-0)**

A2.2.6. Premature public disclosure of information concerning the recommendation, processing, and approval or disapproval action is a potential source of embarrassment to those recommended and the government. Additionally, in the case of approved recommendations, it could diminish the impact of ceremonies at which the presentation is made. Therefore, to prevent premature disclosure, public comments should not be made on any MOH case under consideration. Accordingly, the processing of a MOH recommendation is marked and handled as Controlled Unclassified Information until the decoration is announced officially by the White House. Pending MOH recommendations are pre-decisional and are exempt from public release.

A2.2.7. **Preparing a Recommendation.** Refer to **Attachment 12**.

A2.2.7.1. Substantiating documents in the recommendation must show that the nominee met the criteria and provide proof beyond a reasonable doubt that the member performed the valorous act(s) that led to the recommendation. **(T-0)**

A2.2.7.2. If the recommendation is an upgrade of a previously approved decoration to the MOH, include an executive summary clearly outlining the basis for the upgrade request (e.g., new, substantive, and material information not known or previously considered; or substantiated error or injustice in processing the original nomination). Executive summaries specifically identify the new and substantive information included in the recommendation justifying the upgrade request.

A2.2.7.3. Include a synopsis and eyewitness statement matrix with all recommendations.

A2.2.7.4. Recommendations Lost or Not Acted on Due to Inadvertence. In the endorsement memorandum clearly state whether the recommendation was lost or not acted on due to inadvertence and the corrective action taken to preclude such an occurrence in the future. Also clearly articulate in the memorandum why the recommendation should be considered and why the MOH nomination was not submitted within the time limit. Also include an executive summary (for upgrades or reconsiderations only).

A2.2.7.5. Recommendations Submitted Beyond the Time Limitation. Substantiating documents must show proof beyond a reasonable doubt that the decoration criteria have been met and that the nominee performed the actions for which they were recommended for the MOH. **(T-0)** Refer to **Section 2B**.

A2.2.8. **Approval Authority.** POTUS.

A2.2.9. **Description.**

A2.2.9.1. Medal. Within a wreath of green laurel, a gold five-pointed star, one point down, tipped with trefoils and each point containing a crown of laurel and oak on a green background. Centered on the star, an annulet of 34 stars is a representation of the head of the Statue of Liberty. The star is suspended from a bar inscribed with the word "VALOR" above an adaptation of the thunderbolt from the Air Force Coat of Arms. The bar is suspended from a light blue moiré silk neckband behind a square pad in the center with corners turned in and charged with 13 white stars in the form of a triple chevron.

A2.2.9.2. Ribbon. The ribbon is light blue with five white stars.

A2.2.10. **Subsequent Awards.** A separate MOH is presented to an individual for each succeeding act that justifies the decoration.

A2.2.11. **Authorized Devices.** None. Refer to Table 2.3 in DAFI 36-2803.

A2.2.12. **Duplicate Medal.** In accordance with 10 USC § 9284, upon written request, MOH recipients are issued, without charge, one duplicate medal with ribbon and accoutrements for display purposes. The recipient's name and the word "DUPLICATE" is engraved on the back of the medal. Refer to **paragraph 2.8** for engraving instructions.

A2.2.13. **MOH Flag.** (Prescribed by PL 107-248 § 8143 and 36 USC § 903). The 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 decoration for valor by members of the U.S. Armed Forces. Upon written request, MOH recipients are issued, without charge, a duplicate MOH flag for display purposes.

A2.2.14. **Medal History.** The Air Force design of the MOH was presented for approvals on or after 1 November 1965. Original design Medals of Honor awarded before 1 November 1965 remain in effect. They are not replaced by the Air Force-design. Replacements for MOH lost or destroyed, which were awarded before 1 November 1965, are of the original MOH design. Federal statutes direct 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."

A2.2.15. **Courtesies and Privileges.** MOH recipients are afforded certain courtesies and privileges in accordance with 10 USC § 1134a.

A2.2.15.1. AFPC/DP3SP enters the name of a MOH recipient in DAF MOH Roll and issue to each living recipient a certificate of enrollment on the MOH Roll. AFPC/DP3SP also sends a certified copy of the certificate of enrollment to the Secretary of the Department of Veterans Affairs. This document authorizes the Secretary of the Department of Veterans Affairs to pay a monthly pension to the MOH recipient.

A2.2.15.2. 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. Refer to **paragraph 2.24**, for additional information.

A2.2.15.3. Living recipients who are not currently in active service nor retired from military service, are issued an AF Form 3501, *Medal of Honor Travel and Identification Card*, signed by SecAF and CSAF. This card entitles the recipient to use space available military air transportation**.**

A2.2.15.4. Recipients may wear their uniforms at any time or place they choose, except in connection with the furtherance of any political or commercial interests, or when engaged in off-duty civilian employment; when participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, except as authorized by competent authority; when attending any meeting or event that is a function of, or is sponsored by, an extremist organization; when wearing the uniform would bring discredit upon DoD or DAF; or when specifically prohibited by DoD or DAF instructions or directives.

A2.2.15.5. Recipients who are not currently serving and not military retirees are issued a DoD Identification Card, as are their family members, authorizing them military commissary, Base or Post Exchange, and theater privileges. In addition, recipients are authorized, consistent with DoD policy, to use morale, welfare, and recreation activities; and an honorary club membership without dues.

A2.2.15.6. Children of MOH recipients are not required to obtain Congressional nominations if they are qualified and desire to attend one of the U.S. military academies.

A2.2.15.7. MOH recipients receive invitations to attend Presidential inaugurations and accompanying festivities. Recipients who remain in military service and those who are civil servants should be authorized administrative absence instead of chargeable leave to attend these events.

A2.2.15.8. The Department of Veterans Affairs provides a special engraved headstone for deceased recipients of the MOH.

A2.2.15.9. Recipients should be accorded on-base billeting commensurate with the prestige associated with the MOH.

**A2.3. AIR FORCE CROSS (AFC).**

A2.3.1. **Eligibility.** The medal was established by PL 88-593 (1965), made effective 6 July 1960 by 10 USC § 9272, and amended by EO 13830 (2018) and EO 14085 (2022). The medal is awarded to those individuals who, while serving in any capacity with the Air Force or the Space Force, distinguish themselves by extraordinary heroism, not justifying the award of a MOH:

A2.3.1.1. While engaged in an action against an enemy of the U.S.;

A2.3.1.2. While engaged in military operations involving conflict with an opposing foreign force; or

A2.3.1.3. 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.

A2.3.2. The required gallantry, while of a lesser degree than that required for award of the MOH, must nevertheless have been performed with marked distinction.

A2.3.3. The gallant actions are reviewed against the criteria to ensure the actions do not justify award of the MOH.

A2.3.4. Deserving actions prior to 6 July 1960 were recognized with an Army Distinguished Service Cross.

A2.3.5. **Preparing a Recommendation.** Refer to **Attachment 12**.

A2.3.6. **Approval Authority.** SecAF. Also refer to paragraph 2.4 in DAFI 36-2803.

A2.3.7. **Description.**

A2.3.7.1. 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.

A2.3.7.2. Ribbon. The ribbon is Brittany Blue, edged with Old Glory red, and bears a narrow white vertical stripe inside the red edges.

A2.3.8. **Authorized Device.** Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance.

**A2.4. DISTINGUISHED SERVICE MEDAL (DSM).** The medal was established by an act of Congress on 9 July 1918 and is currently awarded pursuant to 10 USC § 9273 (as amended by EO 13830 (2018) and EO 14085 (2022)). It is awarded to those individuals who, while serving in any capacity with the Air Force or the Space Force, distinguish themselves by exceptionally meritorious service to the U.S. in a duty of great responsibility.

A2.4.1. **Eligibility.**

A2.4.1.1. Restricted to a minimum of 18 months (time in position) in a general officer position and 36 months as a general officer (including frocked time, if applicable), and the CMSAF and CMSSF. For recommendations submitted prior to 12 November 2015, the time in position requirement was 24 months.

A2.4.1.2. There is no time in position requirement for rotating (e.g., permanent change of station or assignment) MAJCOM and FLDCOM commanders.

A2.4.1.3. General officer time covered by a LOM awarded for wing or delta commander duty does not count toward the "36 months as a general officer" requirement for a subsequent DSM.

A2.4.1.4. 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.

A2.4.1.5. 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, FLDCOM, activity, installation, or major program. The discharge of such duty involves the acceptance and fulfillment of the obligation so as to greatly benefit the interests of the U.S.

A2.4.1.6. Nominations for general officers are not automatic or necessary upon every permanent change of station or permanent change of assignment. Normally pinned-on general officers serving as wing or delta commanders are prohibited from receiving the DSM, with the exception of retirement or extraordinary performance.

A2.4.1.7. On 24 January 2003, SecAF revised the DSM criteria by limiting the medal to four in a career (3 for exceptional service; 1 at retirement). This restriction may not be waived.

A2.4.2. **Preparing a Recommendation.** Refer to **paragraph A3.5**. Exceptions to policy recommendations that do not meet the grade, time in position, or other criteria are forwarded through the chain of command to AFPC/DPSTTC for processing to the Secretary of the Air Force Decorations Board. These nominations are endorsed by the commander or deputy commander of the MAJCOM, FLDCOM, FOA, or DRU to be considered.

A2.4.3. **Approval Authority.**

A2.4.3.1. Refer to **paragraph 2.23** in this publication and Table 2.2 in DAFI 36-2803.

A2.4.3.2. SAF/MR is the approval authority for the appeals. The decision of the SAF/MR is final and not subject to further review.

A2.4.4. **Appealing Disapproved and Downgraded Exception to Policies.** Appeals will be placed in official channels within 1 year of the awarding authority’s decision. **(T-1)** The senior commander or civilian leader in the chain of command forwards a written request to AFPC/DP3SP (**afpc.dp3sp.workflow@us.af.mil**), no later than 10 working days before the desired presentation date. The appeal package includes: original nomination with all attachments, revised nomination with attachments, and a memorandum from nominating authority detailing specific justification as to why the appeal should be granted. The complete package may be forwarded via e-mail to AFPC/DP3SP (**afpc.dp3sp.workflow@us.af.mil**) for staffing to SAF/MR for decision. Final decision will be provided to the member’s senior commander or civilian leader. If approved, the AFPC/DPSTTC issues the award elements.

A2.4.5. **Description.**

A2.4.5.1. Medal. At the center of the sunburst of 13 gold rays separated by 13 white enamel stars a blue stone representing the firmament.

A2.4.5.2. Ribbon. The ribbon is predominantly white, and banded in old gold, with ultramarine stripes and smaller old-gold stripes.

A2.4.6. **Authorized Devices.** Combat "C" device and Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance.

**A2.5. SILVER STAR (SS).**

A2.5.1. The medal was established by an act of Congress on 9 July 1918 and 10 USC § 9276. The medal is awarded to any person who, while serving in any capacity with the Air Force or the Space Force, distinguishes himself or herself by gallantry in action that does not warrant the MOH or AFC under any of the following circumstances:

A2.5.1.1. While engaged in an action against an enemy of the U.S.;

A2.5.1.2. While engaged in military operations involving conflict with an opposing foreign force; or

A2.5.1.3. 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.

A2.5.2. **Eligibility.** The required gallantry, while of a lesser degree than that required for award of the AFC, must nevertheless have been performed with marked distinction.

A2.5.3. **Preparing a Recommendation.** Refer to **Attachment 12**.

A2.5.4. **Approval Authority.** Secretary of the Air Force Decorations Board. Also refer to paragraph 2.4 in DAFI 36-2803.

A2.5.5. **Description.**

A2.5.5.1. Medal. A small silver star within a wreath centered on a larger star of gold-colored metal.

A2.5.5.2. 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.

A2.5.6. **Authorized Device.** Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance.

**A2.6. LEGION OF MERIT (LOM).** The medal was established by an act of Congress on 20 July 1942 and is currently awarded pursuant to EO 13830 (as amended by EO 13830 (2018) and EO 14085 (2022)) and 10 USC § 1121. The LOM is one of the U.S. military's most prestigious awards, ranking just below the Silver Star, and ahead of the Distinguished Flying Cross. It is awarded to members of the U.S. Armed Forces or any friendly foreign nation who, after September 8, 1939, has distinguish themselves by exceptionally meritorious conduct in performing outstanding services.

A2.6.1. **Eligibility.**

A2.6.1.1. The performance merits recognition of key individuals for service rendered in a clearly exceptional manner. The LOM is not to be used as a standard PCS/PCA award for the performance of duties normal to the grade, branch, specialty, assignment, or experience.

A2.6.1.2. 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 may accrue by virtue of exceptionally meritorious service in a succession of important positions.

A2.6.1.2.1. Service should have been of marked national or international significance to DoD or DAF; or

A2.6.1.2.2. Service that has aided the U.S. in furthering its national policies; or

A2.6.1.2.3. Service which has furthered the interest or the security of the U.S.; or

A2.6.1.2.4. Service that has furthered the interests or the security of the U.S., or any nation allied or associated with the U.S. during a period of national emergency declared by POTUS or Congress.

A2.6.1.3. The medal for achievement is only authorized when awarded with the "C" or "R" device. **(T-0)**

A2.6.1.4. For U.S. Military Personnel.

A2.6.1.4.1. Restricted to officers in the grade of Colonel (O-6) (and above) and Chief Master Sergeants (E-9) with a minimum of 12 months time in the position being recognized.

A2.6.1.4.2. Upon retirement, after a long and distinguished career, liberal interpretation of the time in position requirement is appropriate provided the most recent performance warrants such consideration.

A2.6.1.4.3. A limit of four medals is authorized in a career (3 for exceptional service; 1 at retirement). Waiver requests may be forwarded via e-mail to AFPC/DP3SP (**afpc.dp3sp.workflow@us.af.mil**) for staffing to SAF/MR for decision. The decision of the SAF/MR is final and not subject to further review.

A2.6.1.5. For U.S. Military Personnel. The medal may be awarded to members of the armed forces of friendly foreign nations who, after 8 September 1939, have distinguished themselves by exceptionally meritorious conduct in the performance of outstanding services to the U.S. To maintain the prestige and dignity of the medal and to ensure uniformity, the LOM is awarded in four degrees based on the grade and position of the nominee. Refer to **Table A2.1** for the degrees.

A2.6.1.5.1. DELETED

A2.6.1.5.2. DELETED

A2.6.1.6. DELETED

A2.6.2. **Preparing a Recommendation.** Refer to **paragraph A3.5**.

A2.6.2.1. Exceptions to policy recommendations that do not meet the grade, time in position, or other criteria are forwarded through the chain of command to AFPC/DPSTTC for processing to the Secretary of the Air Force Decorations Board. These nominations are endorsed by the commander or deputy commander of the MAJCOM, FLDCOM, FOA, or DRU to be considered.

A2.6.2.2. Foreign Military Personnel. Refer to **Attachment 8**.

A2.6.3. **Approval Authority.**

A2.6.3.1. Refer to **paragraph 2.23** in this publication and Table 2.2 in DAFI 36-2803.

A2.6.3.2. SAF/MR is the approval authority for the appeals. The decision of the SAF/MR is final and not subject to further review.

A2.6.4. **Appealing Disapproved and Downgraded Exception to Policies** . Appeals will be placed in official channels within 1 year of the awarding authority's decision. **(T-1)** The senior commander or civilian leader in the chain of command forwards a written request to AFPC/DP3SP (**afpc.dp3sp.workflow@us.af.mil**), no later than 10 working days before the desired presentation date. The appeal package should include the original nomination with all attachments, revised nomination with attachments, and a memorandum from nominating authority detailing specific justification as to why the appeal should be granted. The complete package may be forwarded via e-mail to AFPC/DP3SP (**afpc.dp3sp.workflow@us.af.mil**) for staffing to SAF/MR for decision. Final decision will be provided to the member's senior commander or civilian leader. If approved, the AFPC/DPSTTC issues the award elements.

A2.6.5. **Description.**

A2.6.5.1. 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 U.S. are layered in the center.

A2.6.5.2. Ribbon. The ribbon is red-purple with white edges. The design varies according to the degree approved. It is designed as a breast award when approved in the degree of Chief Commander, a collar award when awarded in the degree of Commander, and chest award when approved in the degree of officer and legionnaire.

A2.6.5.3. Legion of Merit Degrees.

A2.6.5.3.1. Degree of Chief Commander. 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 is provided. This degree is authorized for foreign military members only **(T-0)**

A2.6.5.3.2. Degree of Commander. Finish is the same as the Degree of Chief Commander. The bar device used on the service ribbon is silver. No miniature is provided. This degree is authorized for foreign military members only **(T-0)**

A2.6.5.3.3. Degree of Officer. 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 medal is provided. This degree is authorized for foreign military members only **(T-0)**

A2.6.5.3.4. Degree of Legionnaire. Finish is same as in the Degree of Chief Commander. The service ribbon repeats the colors of the pendant ribbon. A miniature medal is provided. This degree may be authorized for members of the U.S. Armed Forces and foreign military members **(T-0)**

A2.6.6. **Authorized Devices.** Combat "C" device, Remote "R" device and Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance.

A2.6.6.1. Remote "R" Device. The LOM approval authorities outlined in Table 2.2 of DAFI 36-2803, may authorize the "R" device provided the decoration and device criteria are met. Exception to policy requests will be routed through command channels to the MAJCOM or FLDCOM commander or deputy commander for endorsement to AFPC/DPSTTC. AFPC/DPSTTC will submit exception to policy requests to the Secretary of the Air Force Decorations Board. Exception to policy requests must detail the circumstances which exist that may warrant an exception.

A2.6.6.2. Foreign Military. Subsequent award devices are not authorized for wear on LOM medals awarded to foreign personnel. **(T-0)** Authorized foreign personnel who are awarded subsequent LOMs are presented another complete medal set. **(T-0)**

**Table A2.1. Legion of Merit Degrees, Eligibility and Approval Authority.**

| DEGREE | ELIGIBILITY | APPROVAL AUTHORITY |
|---|---|---|
| Chief Commander | Foreign chiefs of state and heads of government. | POTUS |
| Commander | Foreign equivalent to a member of the Joint Chiefs of Staff, but not to chiefs of state. | SECDEF |
| Officer | 1. Foreign generals or flag officers in equivalent U.S. pay grade of O-7 or above serving in positions below the equivalent of a U.S. Military Department chief of staff.<br><br>2. Foreign officers in grades equivalent to U.S. pay grade of O-6 (i.e., colonel or U.S. Navy captain), for service in positions equivalent to those usually held by generals or flag officers in the U.S. military.<br><br>3. Foreign military attaches. | SECDEF |
| Legionnaire | All other foreign military members. | SECDEF |
| | U.S. military members. | SecAF (or designee). Refer to paragraph 2.2.5.4 in DAFI 36-2803. |

**A2.7. DISTINGUISHED FLYING CROSS (DFC).** The medal was established by an act of Congress on 2 July 1926 and is currently awarded pursuant to 10 USC § 9279 (as amended by EO 13830 (2018) and EO 14085 (2022)). It is awarded to eligible persons who, while serving in any capacity with the Air Force, distinguish themselves by heroism or extraordinary achievement while participating in aerial flight. Both heroism and achievement are entirely distinctive, involving operations that are not routine.

A2.7.1. **Eligibility.**

A2.7.1.1. The performance of the act of heroism must be evidenced by voluntary action above and beyond the call of duty.

A2.7.1.2. The extraordinary achievement must have resulted in an accomplishment so exceptional and outstanding as to clearly set the individual apart from comrades or from other persons in similar circumstances.

A2.7.1.3. Decorations are made only to recognize single acts of heroism or extraordinary achievement; they are not made in recognition of sustained operational activities against an armed enemy.

A2.7.1.4. Civilians are not eligible for the DFC. **(T-0)**

A2.7.1.5. The medal may be awarded to foreign military members in grades equivalent to U.S. pay grade of O-6 and below, in actual combat in support of operations.

A2.7.2. **Preparing a Recommendation.** A recommendation for achievement follows the same procedures as valor recommendations. Refer to **Attachment 12**.

A2.7.3. **Approval Authority.** Secretary of the Air Force Decorations Board. Also refer to paragraph 2.4 in DAFI 36-2803.

A2.7.4. **Description.**

A2.7.4.1. Medal. A bronze cross with rays on which is displayed a propeller.

A2.7.4.2. 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.

A2.7.5. **Authorized Devices.** Valor "V" device, Combat "C" device and Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance.

**A2.8. AIRMAN'S MEDAL (AmnM).** The medal was established in 1960 and is currently awarded pursuant to 10 USC § 9280. The medal is awarded to any person who, while serving in any capacity with the Air Force, has distinguished himself or herself by heroism involving voluntary risk of life under conditions other than those of conflict with an armed enemy of the U.S.

A2.8.1. **Eligibility.**

A2.8.1.1. The saving of a life or the success of the voluntary heroic act is not essential.

A2.8.1.2. The performance must have involved personal hazard or danger and the voluntary risk of life under conditions not involving conflict with an armed enemy.

A2.8.1.3. The medal is not awarded for normal performance of duties (i.e., security forces, firefighter, medical, pararescue, etc.).

A2.8.1.4. In addition to the requirements in **paragraph A3.4**, recommendations are substantiated with one or more of the following documents: fire reports, police reports, newspaper articles, safety reports, and/or eyewitness statements (2 or more). Additionally, newspaper articles, video footage, and photographs may be included in the nomination, but cannot replace the aforementioned documents.

A2.8.2. **Approval Authority.** Secretary of the Air Force Decorations Board.

A2.8.3. **Description.**

A2.8.3.1. Medal. A bronze metal disk with an oxidized satin finish. The pendant bears a representation of Hermes, son of Zeus, releasing an American Bald Eagle.

A2.8.3.2. Ribbon. The ribbon is Brittany Blue displaying alternately, in the center, 13 vertical stripes of the Air Force colors, yellow and ultramarine blue.

A2.8.4. **Authorized Device.** Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance.

## A2.9. BRONZE STAR MEDAL (BSM).

A2.9.1. The BSM was established by EO 9419 (1944), which was superseded by EO 11046 (1962) (as amended by EO 13830 (2018) and EO 14085 (2022)). The BSM is awarded to those individuals who, while serving in or with the Air Force or Space Force, distinguish, or have distinguished, themselves by heroism (valor), meritorious achievement or service, not involving participation in aerial flight:

A2.9.1.1. While engaged in an action against an enemy of the U.S.;

A2.9.1.2. While engaged in military operations involving conflict with an opposing foreign force; or

A2.9.1.3. 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.

A2.9.2. The BSM may be awarded with the "V" device for valor in combat to a lesser degree than required for award of the SS. The medal may also be awarded for meritorious achievement or service during armed conflict that is of a lesser degree than that required for award of the LOM.

A2.9.3. Effective 7 January 2016, meritorious service that ended on or after 7 January 2016, the BSM may only be awarded if during the period of the decoration the nominee was exposed to hostile action or was at significant risk of exposure to hostile action. Otherwise, the appropriate decoration would be the MSM.

A2.9.4. After October 30, 2000, in accordance with 10 USC § 1133, the BSM may only be awarded to a member of a military force who:

A2.9.4.1. At the time of the event being recognized, was serving in a geographic area in which hostile fire pay or imminent danger pay was authorized in accordance with 37 USC § 310, or hazardous duty pay in accordance with paragraph (1) or (3) of 37 USC § 351(a); or

A2.9.4.2. Receives hostile fire pay or imminent danger pay in accordance with 37 USC § 310, or, hazardous duty pay in accordance with paragraph (1) or (3) of 37 USC § 351(a), as a result of the action or events justifying the decoration.

A2.9.4.3. The BSM may be awarded to members of the armed forces of friendly foreign nations.

A2.9.5. Members who were awarded the Combat Infantryman Badge or Combat 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 decoration for the same period of service. If general orders are not available, the specific authority for the award of the badge is included in or attached to the application letter.

A2.9.6. **Preparing a Recommendation.** A recommendation for achievement or service follows the same procedures as a recommendation for valor. Refer to **Attachment 12**.

A2.9.7. **Approval Authority.** Secretary of the Air Force Decorations Board. Also refer to paragraph 2.4 in DAFI 36-2803.

A2.9.8. **Description.**

A2.9.8.1. Medal. A bronze star bearing in the center a small star of the same color.

A2.9.8.2. Ribbon. The ribbon is predominantly red with a white-edged narrow blue band in the center and white lines at each edge.

A2.9.9. **Authorized Devices.** Valor "V" device and Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance.

**A2.10. PURPLE HEART (PH).** The PH was established by General George Washington on 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, subject to the provisions in 10 USC §§ 1127, 1129, 1129a, and 1131; PL 104-106; DoDI 1348.33; and DoDM 1348.33 Volume 3. The PH is awarded to any service member who is killed or wounded as a result of enemy action. The wounds received must have required treatment by a medical officer. **(T-0)** The PH differs from other decorations in that a member is entitled to the PH if the approval authority determines the member meets the eligibility criteria.

A2.10.1. **Eligibility.**

A2.10.1.1. The PH may be awarded to any service member, while serving under competent authority after April 5, 1917, has been wounded, killed, or who has died or may hereafter die of wounds received under any of the following circumstances:

A2.10.1.1.1. In any action against an enemy of the U.S.

A2.10.1.1.2. In any action with an opposing armed force of a foreign country in which the Military Departments are or have been engaged.

A2.10.1.1.3. 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.

A2.10.1.1.4. As a result of an act of any such enemy or opposing armed forces.

A2.10.1.1.5. As the result of an act of any hostile foreign force.

A2.10.1.1.6. After March 28, 1973, as a result of an international terrorist attack against the U.S. or a foreign nation friendly to the U.S., recognized as such an attack for purposes of award of the PH by SecAF, or jointly by the Secretaries of the Military Departments concerned if members from more than one Military Department are killed or wounded in the attack.

A2.10.1.1.7. After March 28, 1973, as a result of military operations while serving outside the territory of the U.S. as part of a peacekeeping force.

A2.10.1.1.8. On or after December 7, 1941, pursuant to 10 USC § 1129, 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 U.S., unless the wound is the result of willful misconduct of the member.

A2.10.1.1.9. Before April 25, 1962, pursuant to PL 104-106 § 521, while held as a POW, or while being taken captive, in the same manner as a former POW who is wounded on or after that date while held as a prisoner. A person is considered a former POW if the person is eligible for the POW Medal under 10 USC § 1128.

A2.10.1.1.10. On or after 7 December 1941, to a service member who is killed or dies while in captivity as a POW under circumstances establishing eligibility for the POW Medal pursuant to 10 USC § 1128, unless compelling evidence is presented that shows that the member's death was not the result of enemy action.

A2.10.1.1.11. On or after 11 September 2001, pursuant to 10 USC § 1129a, to a service member on active duty who is killed or wounded in an attack by a foreign terrorist organization in circumstances where the death or wound is the result of an attack targeted on the member due to such member's status as a member of the armed forces, unless the death or wound is the result of the member's willful misconduct.

A2.10.1.1.11.1. An attack by an individual or entity is considered to be a foreign terrorist attack if the individual or entity was in communication with the foreign terrorist organization before the attack, and the attack was inspired or motivated by the foreign terrorist organization.

A2.10.1.1.11.2. To assist in making a PH determination pursuant to 10 USC § 1129a, the Secretary of the Air Force may request an intelligence assessment from the Defense Intelligence Agency's Defense Combating Terrorism Center.

A2.10.1.2. A wound for which the PH is made is of such severity that it required treatment, not merely examination, by a medical officer. Treatment of the wound is documented in the service member's medical or health record. The PH may be approved 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 was such that they would have required treatment by a medical officer if one had been available to treat them.

A2.10.1.3. 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 effects of exposure to radioactive substances.

A2.10.1.3.1. 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 retained foreign bodies, fractures, perforated eardrum, inhalation injuries or burns due to smoke, fumes, or chemical agents introduced or caused by the enemy, second- and third-degree burns, moderate or penetrating traumatic brain injuries, and concussions resulting in a loss of consciousness.

A2.10.1.3.1.1. When considering award of the PH for a mild traumatic brain injury or concussion that did not result in the loss of consciousness, ensure the diagnosed mild traumatic brain injury resulted in a disposition of "not fit for full duty" by a medical officer for a period of greater than 48 hours based on persistent signs, symptoms, or findings of functional impairment resulting from the concussive event.

A2.10.1.3.1.2. The following nonexclusive list provides examples of medical treatment for mild traumatic brain injury or concussion that meet the standard of treatment necessary for award of the PH:

A2.10.1.3.1.2.1. Referral to neurologist or neuropsychologist to treat the diagnosed mild traumatic brain injury or concussion.

A2.10.1.3.1.2.2. Rehabilitation (such as occupational therapy, physical therapy, and so forth) to treat the mild traumatic brain injury or concussion.

A2.10.1.3.1.2.3. Restriction from full duty for a period of greater than 48 hours due to persistent signs, symptoms, or physical finding of impaired brain function due to the mild traumatic brain injury or concussion.

A2.10.1.3.1.3. Combat theater and unit command policies, or medical protocols, mandating rest periods, light duty, or "down time" and/or the administration of pain medication (e.g., acetaminophen, aspirin, or ibuprofen) in the absence of persistent symptoms of impairment following concussive incidents do not constitute qualifying treatment for a concussive injury.

A2.10.1.3.1.4. Treatment of the mild traumatic brain injury or concussive injury is documented in the service member's medical and/or health record. **(T-0)**

A2.10.1.3.2. 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; 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; jump injuries not caused by enemy action; and/or injuries that are the result of the member's willful misconduct.

A2.10.1.4. After May 17, 1998, pursuant to 10 USC § 1131, the PH may only be awarded to a person who is a member of the armed forces at the time the person is killed or wounded under circumstances otherwise qualifying that person for award of the PH. Prior to this date, the Secretary of the Air Force was authorized to award the PH to U.S. civilians who were serving under competent authority in any capacity with an armed force of that department.

A2.10.1.5. A U.S. civilian or citizen of the U.S. wounded under described circumstances, while serving under competent authority in any capacity with the U.S. armed forces, will be recommended for award of the Secretary of Defense Medal for the Defense of Freedom. This includes civil service and non-appropriated fund employees of the Air Force and Space Force, technical representatives, and newsmen, who are so serving. Refer to DoDI1400.25V451_AFI36-1004, for additional guidance.

A2.10.1.6. Posthumous Award. The PH 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).

A2.10.2. **Preparing a Recommendation.**

A2.10.2.1. Members who are evaluated at a military hospital or by on-scene doctors or 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 for PH eligibility.

A2.10.2.2. Members not reported as casualties through the AFPC Casualty Matters Division may submit a PH request to their servicing military personnel flight. The military personnel flight ensures the request contains the required documents and forwards those documents to AFPC/DPSTTC. The request includes the following:

A2.10.2.2.1. Signed memorandum from the injured member requesting the PH and explaining how the injuries occurred.

A2.10.2.2.2. Signed official medical documentation identifying the source, type, treatment, and date of injury.

A2.10.2.2.3. A completed DECOR6 signed by the member's squadron commander or equivalent.

A2.10.2.3. Members and veterans of foreign wars, refer to **Chapter 5**.

A2.10.2.4. Foreign military personnel are not eligible for the PH. **(T-0)**

A2.10.3. **DAF Purple Heart Review Board.** Members who are evaluated at a military hospital or by 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 for the PH by the DAF Purple Heart Review Board. The board has authority (unless delegated in accordance with **Section 2D**), on behalf of SecAF, to evaluate the circumstances of a member's injuries and determine PH entitlement. AFPC/DPSTTC prepares and forwards PH elements to the recipient's servicing military personnel flight for a records update and presentation. Members not reported as casualties through the AFPC Casualty Matters Division must provide to the military personnel flight the below information or documents for PH consideration (paragraphs **A2.10.3.1** through **A2.10.3.3**). **(T-3)** The military personnel flight verifies and forwards the documents to AFPC/DPSTTC. Questions should be referred to the military personnel flight.

A2.10.3.1. Signed memorandum from the injured member requesting the PH and explaining how the injuries occurred.

A2.10.3.2. Signed official medical documentation identifying the source, type, treatment, and date of injury.

A2.10.3.3. A completed DECOR6, signed by the member's squadron commander or equivalent.

A2.10.4. **Approval Authority.**

A2.10.4.1. SecAF renders decision on requests involving international terrorists or foreign terrorist organizations.

A2.10.4.2. AFPC/DP3SP is the approval and disapproval authority, after consultation with the Purple Heart Review Board. Also included in this authority are requests for prisoners of war and internees who are repatriated, killed in action, or declared dead; and the Secretary of Defense Medal for the Defense of Freedom.

A2.10.4.3. During wartime, or as circumstances dictate, approval authority may be delegated by SecAF to the Commander Air Force Forces (COMAFFOR), or to commanders in the grade of brigadier general or higher of comparable organizations. Refer to paragraph 2.4 in DAFI 36-2803.

A2.10.5. **Description.**

A2.10.5.1. 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.

A2.10.5.2. Ribbon. The ribbon is dark purple with white edges.

A2.10.6. **Authorized Device.** Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance.

**A2.11. MERITORIOUS SERVICE MEDAL (MSM).** The MSM was authorized by EO 11448, 16 January 1969. The medal is awarded to any service member, or to any member of the armed forces of a friendly foreign nation, who has distinguished himself or herself by outstanding meritorious achievement or service.

A2.11.1. **Eligibility.**

A2.11.1.1. Normally the acts or services rendered are comparable to that required for the LOM, but in a duty of lesser though considerable responsibility.

A2.11.1.2. The MSM may be awarded for outstanding achievement or service while serving in combat zones, combat zone tax exclusion areas, and areas authorized for hostile fire pay, imminent danger pay, or hazardous duty pay. However, the BSM is the appropriate equivalent level decoration to recognize meritorious achievement or service performed under combat conditions.

A2.11.1.3. Members assigned to training positions (staff and faculty) are eligible for the medal; students of such training are not (except residency training).

A2.11.2. **Approval Authority.** Refer to **paragraph 2.23** in this publication and Table 2.2 in DAFI 36-2803.

A2.11.2.1. Refer to paragraph 2.4 in DAFI 36-2803, for achievements or service performed in a combat zone, combat zone tax exclusion area, or area authorized hostile fire pay, imminent danger pay, or hazardous duty pay.

A2.11.2.2. Approval authority for the MSM with "R" device is the wing or delta (or equivalent) commander (must be a USAF or USSF officer). This authority may not be further delegated.

A2.11.3. **Description.**

A2.11.3.1. 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 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.

A2.11.3.2. Ribbon. The ribbon is predominately ruby, with white vertical stripes and ruby lines at each edge.

A2.11.4. **Authorized Devices.** Remote "R" device and Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance.

**A2.12. AIR MEDAL (AM).** The AM was authorized by EO 9158, 11 May 1942 (as amended by EO 9242-A (1942), EO 13830 (2018), and EO 14085 (2022)). The medal is awarded to those individuals who, while serving in any capacity with the Air Force or Space Force, distinguish, or have distinguished, themselves by meritorious achievement while participating in an aerial flight.

A2.12.1. **Eligibility.**

A2.12.1.1. The AM may be awarded for combat or non-combat action in recognition of single acts of valor, heroism, or merit while participating in an aerial flight. Both heroism and achievement are entirely distinctive, involving operations that are not routine.

A2.12.1.2. The AM is not awarded for sustained operational activities and flights.

A2.12.1.3. The required achievement to warrant award of the AM is less than that required for the DFC, and is accomplished with distinction above and beyond that expected of professional service members.

A2.12.1.4. Crewmembers of remotely piloted aircrafts are not authorized the AM. **(T-0)** However, they may be awarded the AAM.

A2.12.1.5. The AM may be awarded to foreign military personnel in actual combat in support of operations.

A2.12.1.6. Members assigned to training positions (staff and faculty) are eligible for the medal; students of such training are not (except residency training).

A2.12.1.7. Requests for establishment and designation of mission profiles are submitted through command channels to the applicable MAJCOM, FLDCOM, FOA, or DRU for coordination with AF/A3, prior to approval. MAJCOM, FLDCOM, FOA, or DRU Director of Operations will submit coordination requests to AFPC/DP3SP (**afpc.dp3sp.workflow@us.af.mil**) for staffing through AF/A1 or SF/S1 to AF/A3. Approvals will be included in the applicable MAJCOM, FLDCOM, FOA, or DRU supplement to this manual. AF/A3TF is the office of coordinating responsibility for questions pertaining to qualifying mission profiles; and any MAJCOM, FLDCOM, or local supplements to this manual regarding the AM.

A2.12.2. **Preparing a Recommendation.** For valor recommendations refer to **Attachment 12**.

A2.12.3. **Approval Authority.** Refer to **paragraph 2.23** in this publication and Table 2.2 in DAFI 36-2803. For valor and combat situations refer to paragraph 2.4 in DAFI 36-2803.

A2.12.4. **Description.**

A2.12.4.1. Medal. A bronze compass rose displaying an eagle in flight bearing lightning flashes.

A2.12.4.2. Ribbon. The ribbon is predominately blue with two orange-gold bands just inside the edges.

A2.12.5. **Authorized Devices.** Valor "V" device, Combat "C" device and Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance. Retroactive award of the "V" device is not authorized prior to 21 October 2004. **(T-0)**

**A2.13. AERIAL ACHIEVEMENT MEDAL (AAM).** The AAM was established by SecAF, 5 February 1988. The medal is awarded to any U.S. military or civilian person, who has distinguished himself or herself by sustained meritorious achievement while participating in an aerial flight.

A2.13.1. **Eligibility.**

A2.13.1.1. The AAM may not be awarded for single event flights.

A2.13.1.2. Effective 9 January 2003, SecAF approved inclusion of unmanned aerial vehicle (later called remotely piloted aircraft) operators (to include onboard systems) and other weapons systems as determined by SecAF.

A2.13.1.3. Members assigned to training positions (staff and faculty) are eligible for the medal; students of such training are not (except residency training).

A2.13.1.4. Requests for establishment and designation of mission profiles are submitted through command channels to the applicable MAJCOM, FLDCOM, FOA, or DRU for coordination with AF/A3, prior to approval. MAJCOM, FLDCOM, FOA, or DRU Director of Operations will submit coordination requests to AFPC/DP3SP (**afpc.dp3sp.workflow@us.af.mil**) for staffing through AF/A1 or SF/S1 to AF/A3. Approvals will be included in the applicable MAJCOM, FLDCOM, FOA, or DRU supplement to this manual. AF/A3TF is the office of coordinating responsibility for questions pertaining to qualifying mission profiles; and any MAJCOM, FLDCOM, or local supplements to this manual regarding the AAM.

A2.13.2. **Approval Authority.** Refer to **paragraph 2.23** in this publication and Table 2.2 in DAFI 36-2803.

A2.13.3. **Description.**

A2.13.3.1. 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.

A2.13.3.2. Ribbon. The ribbon is predominately bird blue, with golden yellow vertical stripes and flag blue at each edge.

A2.13.4. **Authorized Device.** Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance.

**A2.14. AIR AND SPACE COMMENDATION MEDAL (ASCOM).** The ASCOM was established by SecAF, 24 March 1958 and announced in DAF General Orders No. 16, 28 March 1958. The medal is awarded to any service member, or to any member of the armed forces of a friendly foreign nation, who has distinguished himself or herself by meritorious achievement or service, valor, or heroism. On 16 November 2020, SecAF approved the renaming of the Air Force Commendation Medal to the Air and Space Commendation Medal.

A2.14.1. **Eligibility.**

A2.14.1.1. The ASCOM is awarded to U.S. and foreign military personnel in the grade of O-6 and below. Do not award to U.S. and foreign general or flag officer grades (O-7 and above).

A2.14.1.2. Awarded for achievement, service, or heroism that does not rise to the level of the BSM.

A2.14.1.3. Awarded for heroism that does not rise to the level of the AmnM.

A2.14.1.4. The ASCOM may also be awarded for sustained meritorious performance by crewmembers.

A2.14.1.5. Members assigned to training positions (staff and faculty) are eligible for the medal; students of such training are not (except residency training).

A2.14.1.6. Stellar Talent Acquisitions Recruiting Referral (STARR). On or after 1 May 2023, Airmen and Guardians in grades of E-1 to E-9 and O-1 to O-6 may be awarded an ASCOM after referring five applicants that enter service in the Air Force or Space Force. Referrals are submitted to the Air Force Recruiting Service through the Aim High application at **https://www.airforce.com/aim-high-app**. The recruiting squadron gaining the referral will track and validate the referral and initiate the ASCOM nomination to the member's current commander for approval. Only one ASCOM may be awarded for recruiting referrals (i.e., fifth referral gets one ASCOM). Excluded from eligibility are Air Force Specialty Code (AFSC) 83R0, Special Duty Identifier (SDI) 8R (Recruiter) and 8B300 (AFROTC Training Instructor), Reporting Identifier (RI) 99G0 (Gold Bar Recruiter), anyone affiliated (currently assigned) with Air Force Recruiting Service, AFROTC staff, and recruits waiting in Delayed Entry Program/Delayed Entry Training. Retroactive award is not authorized prior to 1 May 2023. **Note:** ASAM referral credits can be applied to the ASCOM eligibility. **Note:** Referral credit used to justify a promotion consideration under the Stripes for Referrals program, in accordance with DAFMAN 36-2032, *Military Recruiting and Accessions*, will not be used to justify an ASCOM.

A2.14.2. **Preparing a Recommendation.** For valor recommendations refer to **Attachment 12**.

A2.14.3. **Approval Authority.**

A2.14.3.1. Refer to **paragraph 2.23** in this publication and Table 2.2 in DAFI 36-2803. For valor and combat conditions or operations refer to paragraph 2.4 in DAFI 36-2803.

A2.14.3.2. Approval authority for the ASCOM with "R" device is the wing or delta (or equivalent) commander (must be a USAF or USSF officer). This authority may not be further delegated.

A2.14.4. **Description.**

A2.14.4.1. Medal. A bronze hexagon medallion bearing eagle, shield, and arrows from the DAF seal.

A2.14.4.2. Ribbon. The ribbon is predominately yellow with blue edges and three bands of blue spaced in the center.

A2.14.5. **Authorized Devices.** Valor "V" device, Combat "C" device, Remote "R" device, and Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance.

**A2.15. AIR AND SPACE ACHIEVEMENT MEDAL (ASAM).** The ASAM was established by SecAF on 12 October 1980. The medal is awarded to any service member, or to any member of the armed forces of a friendly foreign nation, who has distinguished himself or herself by outstanding achievement or meritorious service. On 16 November 2020, SecAF approved the renaming of the Air Force Achievement Medal to the Air and Space Achievement Medal.

A2.15.1. **Eligibility.**

A2.15.1.1. The ASAM is awarded to U.S. and foreign military personnel in the grade of O-5 and below.

A2.15.1.2. DELETED

A2.15.1.3. The ASAM may not be awarded for aerial achievement or retirement. **(T-2)**

A2.15.1.4. Superior performance of duty or attainment of honors based solely on academic achievement (such as graduating with honors from a Noncommissioned Officer Academy or other course of instruction) does not, in itself, constitute justification for an award of the ASAM.

A2.15.1.5. ASAMs should be restricted to achievements or services that are clearly outstanding and unmistakably exceptional when compared to similar achievements and accomplishments of personnel of like grade and responsibilities. Accordingly, 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 DAF members.

A2.15.1.6. The successful accomplishment of a predesignated number of tasks or functions is not a valid basis for an award of the ASAM. However, unusual and extraordinary sustained performance may be used as a point of departure in justifying meritorious achievement or service. In instances where persons are affiliated with an exceptionally successful program, project, or mission, the medal may only be awarded to the relatively few members whose contributions clearly stand out from the others, and who have contributed most to the success of the program.

A2.15.1.7. The ASAM is not to be awarded retroactively for any period of service with a close date prior to the medal's effective date (1 October 1981). **(T-1)**

A2.15.1.8. Members assigned to training positions (staff and faculty) are eligible for the medal; students of such training are not (except residency training).

A2.15.1.9. Stellar Talent Acquisitions Recruiting Referral (STARR). On or after 1 May 2023, Airmen and Guardians in grades of E-1 to E-8 and O-1 to O-5 may be awarded an ASAM (one each) for the first and third applicant they refer for military service and the applicant(s) enters service in the Air Force or Space Force. Referrals are submitted to the Air Force Recruiting Service through the Aim High application at **https://www.airforce.com/aim-high-app**. The recruiting squadron gaining the referral will track and validate the referral and initiate the ASAM nomination to the member's current commander for approval. No more than two ASAMs will be awarded to the same member for recruiting referrals (i.e., first referral gets one ASAM; third referral gets second ASAM). Excluded from eligibility are AFSC 83R0, SDI 8R (Recruiter) and 8B300 (AFROTC Training Instructor), RI 99G0 (Gold Bar Recruiter), anyone affiliated (currently assigned) with Air Force Recruiting Service, AFROTC staff, and recruits waiting in Delayed Entry Program/Delayed Entry Training. Retroactive award is not authorized prior to 1 May 2023. **Note:** Referral credit used to justify a promotion consideration under the Stripes for Referrals program, in accordance with DAFMAN 36-2032, will not be used to justify an ASAM.

A2.15.2. **Approval Authority.**

A2.15.2.1. Refer to **paragraph 2.23** in this publication and Table 2.2 in DAFI 36-2803. For combat conditions or operations refer to paragraph 2.4 in DAFI 36-2803.

A2.15.2.2. Approval authority for the ASAM with "R" device is the wing or delta (or equivalent) commander (must be a USAF or USSF officer). This authority may not be further delegated.

A2.15.3. **Description.**

A2.15.3.1. 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 DAF seal.

A2.15.3.2. Ribbon. The ribbon is predominantly silver gray with 12 vertical ultramarine-blue stripes.

A2.15.4. **Authorized Devices.** Combat "C" device, Remote "R" device and Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance. Also refer to **paragraph A16.16** for information about retroactive award of the Valor "V" device.

## Attachment 3

## PREPARING, SUBMITTING, AND CANCELLING RECOMMENDATIONS

**A3.1. Initiating a Recommendation.** Recommendations should be submitted as soon as possible following the act, achievement, or service. It is the responsibility of the recommending official to ensure a recommendation is placed into official channels in a timely manner (refer to **Section 2B**). A recommendation is considered in official channels when the nominator or recommending official submits the nomination for consideration within myDecs or signs the recommendation on the DECOR6 and a higher official in the member's chain of command endorses it. In cases when the recommending official is also the approving authority, endorsement from a higher official in the member's chain of command is not needed. Refer to **Section 2B** for initiating recommendations past the time limitation.

**A3.2. Recommendations Lost or Not Acted on Due to Inadvertence.** Recommendations that were placed into official channels within the prescribed time limitation (refer to **Section 2B**), but no award was made because the original recommendation was lost or through inadvertence the recommendation was not acted upon; may be resubmitted for processing through the chain of command of the original recommendation. Consideration is contingent upon credible evidence the original recommendation was submitted within the time limit, but not acted on due to loss or inadvertence.

**A3.3. Reconsideration and Upgrade Requests.** Initiate a reconsideration (or upgrade) request within 1 year of the date the recommendation was disapproved. A one-time reconsideration of a disapproved or downgraded decoration or a request for upgrade of an approved decoration, may be submitted through the same official channels as the original recommendation to the current approval authority (in that chain of command) for decision. Requests must include new, substantive, and relevant material evidence that was not available or known at the time the original recommendation was considered or evidence of material error or impropriety in the processing or adjudication of the original recommendation. Information that merely adds details to what was previously provided in the original recommendation does not meet the "new and relevant" requirement. Also see checklist at **Table 2.1**.

**A3.4. Preparing a Recommendation.** All nominations should be marked and handled as Controlled Unclassified Information until the awarding authority announces the final decision. Do not include classified, highly sensitive, or special category information requiring special handling procedures in regular recommendations. **(T-1)**

A3.4.1. Recommendations are prepared in chronological sequence to recognize the order in which the act, service, or achievement was 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.

A3.4.2. Refer to **Attachment 12** for preparing and processing valor decorations.

A3.4.3. Recommendations for the MSM, AAM, ASCOM, and ASAM are prepared in the myDecs application (refer to **Attachment 6**). All other decorations are prepared with the following documents.

A3.4.3.1. DECOR6. The primary document required with each recommendation. It provides general, but critical, personnel information, among other things, necessary when deciding whether to recommend a decoration and serves as an official document for personnel decisions, evaluations, and actions.

A3.4.3.1.1. The DECOR6 is automatically generated by the MilPDS upon a projected action such as permanent change of station, retirement, or separation. If not automatically generated, the DECOR6 can be requested from the awards manager at the unit or organization, the military personnel flight, or other locally established methods.

A3.4.3.1.2. To avoid late processing, a suspense is applied to each DECOR6 and should be adhered to.

A3.4.3.1.3. The First Sergeant or senior enlisted leader reviews enlisted member nominations and prints or types "[*first sergeant or senior enlisted leader*] reviewed", the date reviewed, and signs the DECOR6 at item 8 under the supervisor's signature.

A3.4.3.1.4. Inclusive Period (dates). 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.

A3.4.3.1.5. The DECOR6 is signed (written or electronic).

A3.4.3.1.6. Units or organizations not having MilPDS access should contact their MAJCOM, FLDCOM, or the applicable HAF office for permission to use a recommendation memorandum (see **Figure A8.1**.).

A3.4.3.2. Narrative Justification. The narrative justification is a detailed description of the act, achievement, or service. Recommendations should be fully justified to avoid the perception that decorations are automatic. All actions in the narrative should be verifiable through the substantiating documents contained in the recommendation. The justification should be factual and avoid generalities, broad or vague terminology, superlative adjectives, or a recapitulation of duties performed. It must provide concrete examples of exactly what the member did, how well he or she performed the action, what impact or benefit did it result in, and how the person significantly exceeded duty performance. The following formats are used.

A3.4.3.2.1. The narrative justification is optional for LOM, MSM, ASCOM, and ASAM recommendations, except those submitted as an exception to policy and for actions involving combat operations or achievements not covered in the member's performance report or letter of evaluation. In absence of a narrative justification provide a copy of the member's performance report or letter of evaluation during the inclusive dates of the recommendation.

A3.4.3.2.2. When using the narrative justification, prepare the justification on one page of bond paper. The justification is written as a narrative using blocked, paragraphed, or talking paper format (bullet).

A3.4.3.2.3. Limit the DSM justification to three pages. A narrative justification is optional for retiring general officers, except for retiring Air National Guard officers.

A3.4.3.2.4. A 1-page narrative justification is required for exception to policy nominations.

A3.4.3.2.5. Do not include classified information.

A3.4.3.3. Proposed Citations. A proposed citation is included in a recommendation (except for the PH). Citations must be in good taste and quality that capture the substance of the decoration with dignity and clarity. **(T-2)** All actions included in the proposed citation should be verifiable through substantiating documents contained in the recommendation. Stratification statements are not authorized. **(T-1)** An example stratification statement is: While deployed to Camp Victory, Iraq, for a 365-day deployment, the Director of Manpower, Personnel, and Services stated, "Major Garcia is the number one personnel officer at Camp Victory, Iraq." Refer to **Attachment 5** for preparing citations.

A3.4.3.4. Supporting Documents. A recommendation may include supporting documentation, if the person initiating the recommendation does not have firsthand knowledge of the act or service performed, or access to official supporting records. Examples of supporting documents are eyewitness statements (2 or more), diagrams, photographs, and citations for other decorations received during the period of the recommended decoration.

**A3.5. Submit a Recommendation.** Recommendations are forwarded through the nominee's chain of command.

A3.5.1. Recommendations for the MSM, AAM, ASCOM, and ASAM are submitted in the myDecs application (see **Attachment 6**).

A3.5.2. All other awards are submitted as follows.

A3.5.2.1. The recommending official decides whether or not to recommend a decoration.

A3.5.2.1.1. If the decision is to not recommend a decoration, the recommending official circles "Do not" at item 8 of the DECOR6, sign and date it, and return it to the appropriate office prior to the suspense in the heading paragraph of the DECOR6. No further action is needed.

A3.5.2.1.2. If the decision is to recommend, the recommending official completes 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 DECOR6.

A3.5.2.2. Once signed by the recommending official, the recommendation continues through the chain of command (unless local, higher command, or other commands direct otherwise) to the approval or disapproval authority. The commander, deputy commander, or other intermediate endorsing official at each organizational level in the chain of command reviews the recommendation and provides a signed endorsement to the approval or disapproval authority recommending approval, disapproval, upgrade, or downgrade of the decoration.

A3.5.2.3. The MAJCOM, FLDCOM, FOA, or DRU commander will endorse recommendations requiring decision by HAF or higher levels. **(T-1)** These nominations should be submitted no later than 60-days prior to the desired presentation date.

A3.5.2.4. Process recommendations submitted on a member or a group of members from various organizations, to recognize a single act or outstanding achievement, through the project officer's or operation commander's chain of command. Obtain concurrence from each member's home station commander prior to submitting the recommendation. For members of the other Military Departments, refer to **paragraph 2.17.5**.

A3.5.2.5. Forward recommendations requiring HAF or higher-level decision through the chain of command to AFPC/DPSTTC. If the recommendation is classified, send the unclassified portion to AFPC/DPSTTC and have the classified portion forwarded under separate cover directly to the Secretary of the Air Force Decorations Board.

A3.5.2.6. Recommendations for DAF decorations originating from DoD and its agencies, the Joint Staff, joint and unified commands or units, and federal agencies outside of DoD are forwarded as follows:

A3.5.2.6.1. For USAF members: Submit nominations to AFDW/A1 unless administrative control responsibilities have been assigned. In this case, the command or unit with administrative control processes the recommendation.

A3.5.2.6.2. For USSF members. Submit nominations to AFPC/DPSTTC unless administrative control responsibilities have been assigned. In this case, the command or unit with administrative control processes the recommendation.

A3.5.2.7. Recommendations Processed by 811 FSS.

A3.5.2.7.1. Refer to **paragraph 1.2.19**. Recommendations will be forwarded to 811 FSS Workflow (**811.FSS.CCQ.Workflow@us.af.mil**) for processing.

A3.5.2.7.2. To ensure timely processing, DSM and LOM recommendations must be submitted at least 45 days prior to the desired presentation or ceremony date. Recommendations for all other decorations must be submitted 30 days in advance. For submissions received after these deadlines, a memorandum containing the late justification must be included with the recommendation.

A3.5.2.8. Recommendations for acts, achievements, or service that occurred in a deployed environment are processed by the deployed chain of command. In the absence of established routing channels, a deployed immediate supervisor may recommend a member(s) through the member's home station commander.

A3.5.2.9. Process decorations for centrally-managed Reservists (those assigned to the Chaplain, Medical, Legal, Office of Special Investigations (OSI), or Intelligence career fields) to the approval or disapproval authority at the local level (the same as regular USAF members) using the decoration approving authority of the unit of attachment. Recommendations for individual Reservists are processed to the approval authority for consideration as outlined in **Table 2.2**.

A3.5.2.10. Reviewing officials at any level may return recommendations for administrative correction or for 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.

**A3.6. Cancelling a Recommendation.** Recommendations may be cancelled at any time in the process by the nominator (or HR on behalf of nominator) unless nomination is pending with approving authority. Recommending officials who wishes to cancel nominations already pending approving authority decision, must request to cancel from the approving authority (via memorandum (or letter) or within myDecs) that includes an explanation of the request for cancellation, .

## Attachment 4

## PREPARATION AND DISTIBUTION OF CERTIFICATES, CITATIONS, AND SPECIAL ORDERS

**A4.1. General Information.** Upon approving a personal military decoration, the approval authority prepares (or delegates preparation of) the certificate, citation, and special orders, signs the certificate, distributes the original and copies of the certificate, citation, and special orders, and retains and disposes of the recommendation file.

**A4.2. Certificate.** Prepare a certificate for the AFC, DSM, SS, LOM, DFC, AmnM, BSM, PH, PUC, GUC, MUA, ASOEA, and ASOUA.

A4.2.1. The certificate will contain the oak leaf cluster or other device, if applicable.

A4.2.2. The "Given Under My Hand" date on the certificate is the date the award was approved. This will not be a future date.

A4.2.3. Do not place the word "Posthumous" on the certificate, if applicable.

A4.2.4. Refer to **paragraph A4.4** for the MSM, AM, AAM, ASCOM, ASAM, PUC, GUC, MUA, ASOEA, and ASOUA. These awards are accomplished on a combined certificate with the citation collocated on the certificate.

A4.2.5. **Signature Lines.** The approving authority signs above the line in the lower left side of the certificate. The approving official's signature block is placed underneath the line in the lower left side of the certificate. The special order number and date are placed on top the line in the lower right side of the certificate. Refer to **paragraph A4.5** for additional requirements and Figures **A4.2** and **A4.3**.

**A4.3. Citation.** Refer to **Attachment 5** for instructions on how to prepare a citation and required opening and closing sentences.

A4.3.1. Prepare a citation on plain bond paper for the AFC, DSM, SS, LOM, DFC, AmnM, and BSM.

A4.3.2. The citation will contain the oak leaf cluster or other device, if applicable.

A4.3.3. Place the word "Posthumous" below the title on the citation when the basis for the decoration is posthumous (refer to **paragraph 2.22**.).

A4.3.4. Use past tense for citation text accomplishments. Exception is the closing line "accomplishments are in keeping" and "reflect(s) great credit".

A4.3.5. Avoid "during this period", it's redundant. Inclusive dates are given in the opening line.

A4.3.6. Avoid use of first person, such as "our two countries". Use "the two countries".

A4.3.7. Avoid personal possessives whenever possible when referring to an individual's country, unit, forces, etc. These things do not belong to the person, the person is entrusted with them.

A4.3.8. When referring to the United States and another country in the same sentence, the United States is always spelled out and goes first. For example, “the United States and Canada”; not “the U.S. and Canada”, “Canada and the U.S.” or “Canada and the United States”. The formal, long name of the “United States of America” is only used in the opening, top line. Use the formal short name, “the United States”, throughout the remainder of the citation.

A4.3.9. Ensure the name of the Military Service is consistent throughout the citation. For example, do not type “Canadian Armed Forces” immediately below the recipient’s name in the opening line, then use “Armed Forces of Canada” in the closing line.

A4.3.10. Ensure the information in the citation is consistent with the supporting documents, such as the name and grade of the recipient and the type of award approved.

A4.3.11. Ensure the citation includes at least 2 to 3 substantive accomplishments.

A4.3.12. Avoid the use of absolutes or unquantifiable statements whenever possible. Examples are “unparalleled”, “unprecedented”, or “invaluable”.

A4.3.13. Alternate the use of a person’s name throughout the citation using pronouns. Following the opening line that states “the President of the United States…”, type the recipient’s full grade and name, position, and inclusive dates for the award. Start the next sentence with the recipient’s grade and name. For example, “General Smith led the Canadian Armed Forces’ initiative to…” Alternate the use of the recipient’s proper name and pronouns throughout the citation, while using the recipient’s name and grade in the closing line.

A4.3.14. Ensure the recipient’s country is used consistently throughout the citation. Many countries have several formal variations of their name. For example, the formal long name for the U.S. is the “United States of America” and the formal short name is the “United States”.

A4.3.15. Typically use “his country” or “her country” in the closing line.

**A4.4. Combined Certificate and Citation.** Prepare a combined certificate and citation for the MSM, AM, AAM, ASCOM, ASAM, PUC, GUC, MUA, ASOEA, and ASOUA. The citation is collocated on the certificate. Follow the additional guidance in paragraphs **A4.2** and **A4.3**.

**A4.5. Special Orders.** Separate special orders are only required to authenticate the MOH, AFC, SS, DFC, AmnM, BSM, PUC, GUC, MUA, ASOEA, and ASOUA. The citation for these awards will be added to the special order (see **Figure A4.1**.). For all other awards, the special order number and special order date will be placed on the on top of the line on the lower right side of the certificate (see **paragraph A4.2.4**.). Place the award condition (i.e., retirement, service, etc.), and personnel accounting symbol code (see **Figure A4.2**) at the bottom of the certificate.

A4.5.1. Award approval authorities are responsible for preparing, publishing, reproducing, distributing, maintaining, and retiring all special orders they publish. Approval authorities may designate (verbally or in writing) an orders publishing official--an officer, a noncommissioned officer in the grade of E-5 (or above), or a civilian employee (GS-5 or above), to publish special orders.

A4.5.1.1. Publish a “G” series special order to approve an award starting with “1” for each fiscal year (Example: G-0001, G-0002, G-0003, etc.).

A4.5.1.2. The effective date of awards 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 and certificate or individual certificate was signed or dated by the approval authority.

A4.5.2. In accordance with **paragraph 2.24**., AFPC/DPSTTC will input the following statement on the special orders: "An additional 10% increase in retirement pay, not to exceed 75%, has been considered and (*approved or disapproved*) by (*title of award approval authority, i.e., President, Secretary of the Air Force, Secretary of the Air Force Decorations Board*).

A4.5.3. Special orders typically consist of three parts: heading, body, and close.

A4.5.3.1. Heading. The heading of the order identifies the title "DEPARTMENT OF THE AIR FORCE", the complete name (unit designation) of the approving unit, the MAJCOM or FLDCOM (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 A4.3**.). This information is used by human resources technicians to add the award to MilPDS and, if necessary, to refer discrepancies back to the award approval authority. 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".

A4.5.3.2. Body. The body of the order identifies the award 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 A4.1**.). If appropriate, identify if the decoration is approved posthumously or with a device (refer to **Attachment 16** in this publication and Table 2.2 in DAFI 36-2803). Write a separate paragraph for each decoration and number paragraphs when using more than one.

A4.5.3.2.1. Below the paragraph, create data columns and list the recipient's grade, last name, first name, middle initial, last four of member's social security number (for multiple-person orders) or full social security number (for single-person orders), period of service recognized or date of act, oak leaf cluster of the decoration, condition code, the date the DECOR6 was computer generated (for enlisted only), and the personnel accounting symbol code.

A4.5.3.2.2. For members of the other Military Departments and foreign military, include the recipient's grade; last name; first name; middle initial; branch of Service or foreign service; last four of member's social security number (for multiple-person orders), full social security number (for single-person orders), service number, or other official identification number for foreign military members; period of service or date of act recognized; oak leaf cluster of the decoration (if applicable); condition code; and personnel accounting symbol code. The branch of Service will be placed in parenthesis after the recipient's name. Examples are:

A4.5.3.2.2.1. Other Military Department: CPT HESS, MARK R. (U.S. ARMY)

A4.5.3.2.2.2. Foreign Military: SQ LEADER FEARS, JAMES W. (ROYAL AIR FORCE)

A4.5.3.3. Order Close. The order close contains the decoration approval authority's signature block and signature, or the orders publishing official (see **paragraph A4.3.1**) signature block and signature or official stamp, the authority line, and orders distribution. The authority line is not needed when approval authorities use their signature block and signature on orders. However, when the signature block and signature or official stamp of the orders publishing official is used an authority line is required.

A4.5.4. Computer-generated orders may be used as long as the orders include all required data. No seal or signature is needed on computer-generated orders; place the word "OFFICIAL" above the signature block. The decoration approval authority determines which special orders format is used. The higher headquarters of the decoration approval authority may dictate format requirements.

**Table A4.1. Special Orders Paragraph Headings.**

| DECORATION | HEROISM | ACHIEVEMENT | SERVICE |
|---|---|---|---|
| Air Force Cross | By direction of the President for extraordinary heroism | N/A | N/A |
| Distinguished Service Medal | N/A | N/A | By direction of the President for exceptionally meritorious service to the U.S. in duty of great responsibility |
| Silver Star | By direction of the President for gallantry | N/A | N/A |
| Legion of Merit | N/A | By direction of the President for extraordinary achievement in the performance of outstanding services to the U.S. | By direction of the President for exceptionally meritorious conduct in the performance of outstanding services to the United States |
| Distinguished Flying Cross | 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 | By direction of the President for heroism involving voluntary risk of life | N/A | N/A |
| Bronze Star Medal | By direction of the President for heroic achievements | By direction of the President for meritorious achievement | By direction of the President for meritorious service |
| Meritorious Service Medal | N/A | By direction of the President for outstanding non-combat meritorious achievement | By direction of the President for outstanding non-combat meritorious service |

| DECORATION | HEROISM | ACHIEVEMENT | SERVICE |
|---|---|---|---|
| Air Medal | 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 | N/A | By direction of the Secretary of the Air Force for sustained meritorious achievement while participating in aerial flight | N/A |
| Air and Space Commendation Medal | By direction of the Secretary of the Air Force for heroism | 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 and Space Achievement Medal | 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 |

**Figure A4.1. Sample Special Order.**

DEPARTMENT OF THE AIR FORCE
123RD EXAMPLE SQUADRON
PLACEHOLDER AIR FORCE BASE

SPECIAL ORDER
G-XXX

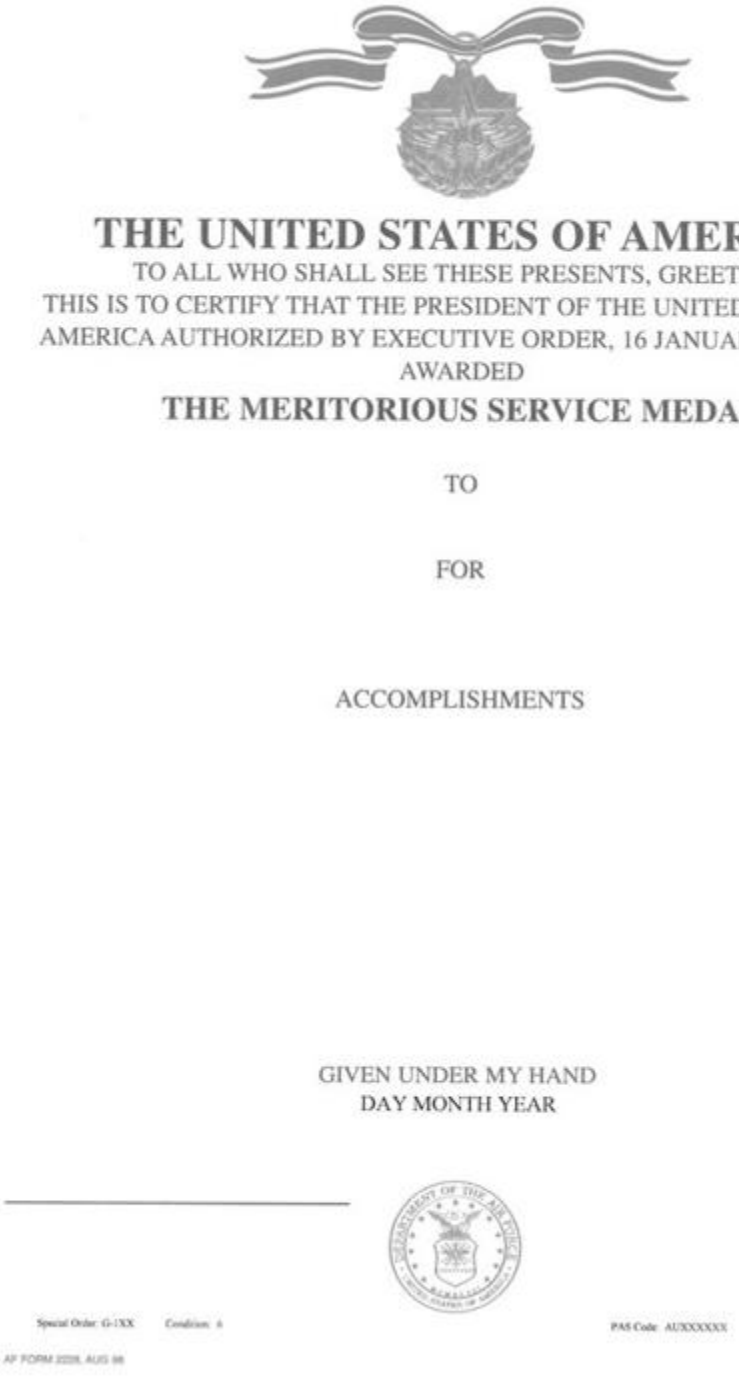
DATE

By direction of the President of the United States authorized by Title 10, Section 9276, U.S.C, the following individual is awarded the SILVER STAR for gallantry in action while engaged in military operations involving conflict with an armed enemy of the United States during the period indicated, effective at the termination of period covered.

| GRADE | NAME | SSN/SN | INCL DATES | OLC | COND | PAS CODE |
|---|---|---|---|---|---|---|
| SRA | DOE, JOHN D. | XXXXFR | 20JUL2014 | 0 | 5 | XXXXXXX |

Copy & past citation here Copy & past citation here Copy & past citation here

**Figure A4.2. 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: A PAS Code: AUXXXXXX

AF FORM 2259, AUG 98

**A4.6. Distribution of Certificate, Citation, and Order.** Distribute copies of the certificate, citation, and special order of approved decorations not processed in the myDecs application (see **paragraph 3.3.2** and **Attachment 6**) immediately, or within 5 working days of approval. Include the recipient's full social security number immediately after the name on the copy that will be

placed in the personnel records. Forward one copy of the certificate, citation, and/or special order to the following:

A4.6.1. **Currently Serving Members.** Forward copies of the decoration elements marked, "for MilPDS update and filing in member's personnel record" to the member's servicing military personnel flight or Commander's Support Staff.

A4.6.2. **Reassigned Members.** Forward decoration elements to the current or gaining military personnel flight or Commander's Support Staff for members who departed (permanent change of station or permanent change of assignment) before receiving their decoration.

A4.6.3. **Retired or Separated Members.** Forward the decoration elements to the servicing military personnel flight or Commander's Support Staff for members who retired or separated before receiving their decoration. The military personnel flight or Commander's Support Staff locates the member to obtain their presentation desires. If no presentation is desired, the military personnel flight forwards to the member the medal (or cluster) and original elements in a presentation binder or folder. If presentation is desired, the military personnel flight forwards the original elements to the military personnel flight or Commander's Support Staff closest to the member's location for presentation.

A4.6.4. **Posthumous.** Personal military decorations approved after the recipient's death are considered posthumous; however, a decoration approved (certificate signed and dated) prior to death that recognizes an act, achievement, or service prior to a recipient's death is not considered posthumous. Forward a copy of the special order, citation, and certificate, or combined citation and certificate, marked "For MilPDS update and filing in personnel record or Automated Records Management System" to the servicing military personnel flight. Should the military personnel flight no longer have MilPDS access to the member's record, contact AFPC/DPSTTC (**afpc.dpsttc.recognitionprocess@us.af.mil**) for assistance.

**A4.7. Management and Disposition of Records.** Include decorations in office file plan and retain and dispose of recommendation and approval records in accordance with AFI 33-322. Maintain the original DECOR6, special order, citation, certificate (or combined citation and certificate), endorsement letters, decisions, board meeting minutes, and other documents related to a recommendation for decoration for 1 year in active files and 2 years in inactive files before transferring. Maintain a copy of the original DECOR6, the citation, certificate (or combined citation and certificate), endorsement or recommendation letters, and other related documents forwarded to higher approval authorities or higher commands for 1 year in active files and 2 years in inactive files before destroying.

**A4.8. Correcting a Decoration.** Approval authorities may correct a certificate, citation, special order, or combined certificate and special order 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 who approved the decoration may correct certificate and citation to match the changes.

A4.8.1. 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 member's servicing military personnel flight will request correction from the approval authority of each affected decoration based on the

chronological sequence of decorations (not when the order was published). Correction to a decoration of a DAF 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 certification and citation, as applicable.

A4.8.2. Veterans refer to **Chapter 5** for correction to a decoration.

A4.8.3. To correct an error in the heading or closing parts of a special 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. Corrections or changes to the heading and closer parts of the order are done by publishing a corrected copy order or decoration certificate annotating the change(s).

**A4.9. Amend and Revoke, Special Orders.** Amendments and revocations allow approval authorities to change 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 special orders are the amendment and revocation, both of which are used to change the "order body". Decoration approval authorities who published an original order are the only ones authorized to amend or revoke the order. However, in unique cases, approval authorities or commanders of other commands, installations, or units, may be authorized by AFPC/DP3SP to publish, amend or revoke special orders published by another command or approval authority.

A4.9.1. Situations in which this may be required are those arising from base closures or command mergers, re-designations, 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 MAJCOM or FLDCOM. Approval authorities may use the AF Form 973, *Request and Authorization for Change of Administrative Orders*, paragraph form, or the capability in the myDecs application. The paragraphs at **Figure A4.3**, or a variation of them, may be added to a decoration order or used by themselves in an order.

A4.9.2. **Amend.** To amend, approval authorities may use the AF Form 973, paragraph form, the capability in the myDecs application, or the special orders placed on the certificate. The paragraphs at **Figure A4.3**, or a variation of them, may be added to a decoration order or used by themselves in an order.

A4.9.2.1. An amendment "corrects" selective data on the order. Publish an amendment to correct the following data: member's name, social security number, period of service, oak leaf cluster, condition code, DECOR6 (for enlisted only), or personnel accounting symbol code. Do not publish an amendment to delete a member on an order.

A4.9.2.2. If amending information on a combined certificate and citation, ensure the following is included on the bottom of the certificate: special order number, amendment order number, condition code, and personnel accounting symbol code. If desired and space permits, the reason for the amendment can be listed in parenthesis (i.e., "Amends 3 OLC to 4 OLC; Amends 1 January 2007 to 1 February 2007, etc.). Refer to **Figure A4.3**.

**Figure A4.3. Special Order Amendment.**

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.**

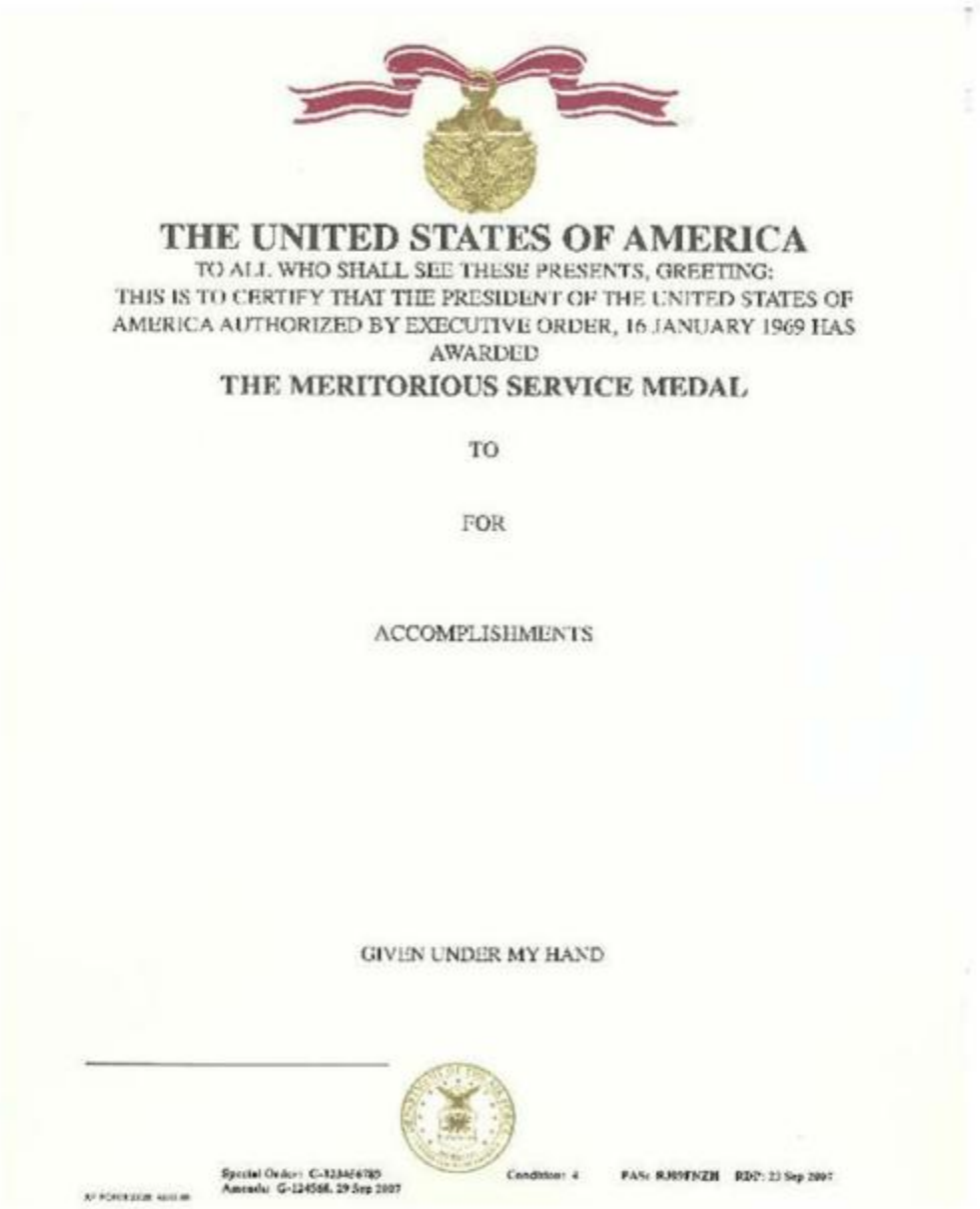
A4.9.3. **Revoke.** A revocation "removes" an item from an official document (the order). When an item or order is revoked, it no longer exists as an official item or document. Publish a revocation to remove a decoration for someone when the basis (reasons) for which it was approved no longer exists 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).

**Figure A4.4. Special Order Revocation.**

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.

**Figure A4.5. 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: G-123456789
Amends: G-124568, 29 Sep 2007

Condition: 4

PAS: RJ09FNZH RNP: 23 Sep 2007

## Attachment 5

## PREPARING CITATIONS

### A5.1. General Information.

A5.1.1. The basic elements of a citation are the opening sentence, narrative description (also called "body" when referring to the citation), and closing sentence.

A5.1.1.1. The opening sentence is specific to each decoration and identifies the recipient's grade, name, duty assignment (if applicable), location, and inclusive dates. The examples listed in **paragraph A5.2** and **Table A5.1** may be adjusted based on local approving authority guidance.

A5.1.1.2. A narrative description is a brief summary of the act, achievement, or service justifying the decoration. The narrative description is required in all citations and will contain at least one (1) complete sentence describing the act, achievement, or service. NOTE: Refer to **paragraph A5.1.8** for the maximum length authorized for a citation.

A5.1.1.3. The closing sentence personalizes the summation using the recipient's name and citing the recipient's attributes. The examples in **paragraph A5.2** and **Table A5.1** may be adjusted based on local approving authority guidance. However, the closing sentence for decorations awarded to members of the other Military Departments must identify the members' Military Service. For example, "reflects credit upon himself and the United States Army" or "reflects credit upon herself and the United States Navy".

A5.1.1.4. In citations for retirement decorations use the words "long and" (closing sentence) only for 30 years or more of service. Calculate service of 30 years using total military service date or total active federal military service date. Air National Guard members will use "Satisfactory Service" found on member's PCARS report. Closing sentence for Air National Guard members not on Title 10 statutory tours reads: "The singularly distinctive accomplishments of _____ reflect credit (or great credit) on (himself or herself), the Air National Guard, and the United States Air Force."

A5.1.2. Citations are prepared on 8 1/2 x 11-inch, plain bond paper, in letter-quality format without corrections, white-outs, strikeovers, or abbreviations. The orientation for citations is landscape, except for the MOH and the MSM and lesser decorations. If available use parchment paper.

A5.1.3. The top margin is 1 inch to 1 1/2 inches, the side margins are 1 to 2 inches, and the bottom margin should be minimum of 3 inches.

A5.1.4. Ensure the inclusive period is on the same line.

A5.1.5. 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). Ensure the common identified code name and/or the recipient's name is not split on two separate lines in the citation.

A5.1.6. Numeric designators of units should read 3rd Aerospace Wing, 4th Mission Support Group, etc.

A5.1.7. **Font.**

A5.1.7.1. For the MSM, AM, AAM, ASCOM, and ASAM: Courier New at 11 font size only.

A5.1.7.2. For the BSM and higher decorations: Courier New at 11- or 12-font size.

A5.1.8. **Length of Citations.** Citations are left and right justified, not to exceed:

A5.1.8.1. For the MSM, AM, AAM, ASCOM, and ASAM: No more than 1350 characters.

A5.1.8.2. For the BSM and higher decorations: 16 lines maximum.

A5.1.9. The citation should be grammatically correct and free of errors.

A5.1.10. All numbers through nine should be spelled out, but if there is space limitation, not required to be spelled out. All other number above nine is not required to be spelled out.

A5.1.11. Do not include the grade or title in the name line, i.e., JOHN A. DOE, not SENIOR AIRMAN JOHN A. DOE. **Note**: This procedure does not apply to the MSM, AM, AAM, ASCOM, and ASAM.

A5.1.12. Do not contain superfluous embellishments or quotations.

A5.1.13. Do not include classified information in the citation.

A5.1.14. Only authorized abbreviations and acronyms on the approved DAF abbreviations and acronyms listing (**https://www.afpc.af.mil/Career-Management/Acronyms/**).

**A5.2. Citation Content--Examples.** Refer to **Attachment 12** for valor decorations.

A5.2.1. **Distinguished Service Medal.**

A5.2.1.1. Opening Sentence. The President of the United States of America, authorized by an Act of Congress on 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 (*date*) to (*date*).

A5.2.1.2. Narrative Description.

A5.2.1.2.1. 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*

A5.2.1.2.2. 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.

A5.2.1.3. Closing Sentence.

A5.2.1.3.1. PCS. The singularly distinctive accomplishments of General Rose reflect the highest credit upon herself, the United States Air Force and the Department of the Air Force.

A5.2.1.3.2. Retirement. 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, the United States Air Force and the Department of the Air Force.

A5.2.1.3.3. Posthumous. The singularly distinctive accomplishments of General Rose in the dedication of her service to her country reflect the highest credit upon herself, the United States Air Force and the Department of the Air Force.

A5.2.2. **Legion of Merit.**

A5.2.2.1. 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* ) from (*date*) to (*date*).

A5.2.2.2. Narrative Description.

A5.2.2.2.1. 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*

A5.2.2.2.2. 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 United States Space Force.

A5.2.2.3. Closing Sentence.

A5.2.2.3.1. The superior initiative, outstanding leadership, and personal endeavor displayed by Colonel Brown reflect great credit upon herself and the United States Space Force. *OR*

A5.2.2.3.2. The singularly distinctive accomplishments of Colonel Brown reflect great credit upon herself and the United States Space Force.

A5.2.2.3.3. Retirement. 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 Space Force.

A5.2.2.3.4. Posthumous. 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 Space Force.

A5.2.3. **Distinguished Flying Cross.**

A5.2.3.1. Opening Sentence. Colonel Jerry T. Smythe distinguished himself by (extraordinary achievement) while participating in aerial flight as (*duty assignment*) (*at or near*) (*on OR from (date) to (date)*).

A5.2.3.2. Narrative Description. During this period, Colonel Smythe's exemplary knowledge and outstanding airmanship, displayed under extremely hazardous conditions, _____.

A5.2.3.3. Closing Sentence.

A5.2.3.3.1. The professional competence, aerial skill, and devotion to duty displayed by Colonel Smythe reflect great credit upon himself and the United States Air Force.

A5.2.3.3.2. Posthumous. The 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.

A5.2.4. **Airman's Medal.**

A5.2.4.1. Opening Sentence. Technical Sergeant LaShasta R. Kola distinguished herself by heroism involving voluntary risk of life (*at or near*) (*location*) on (*date*).

A5.2.4.2. 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.

A5.2.4.3. Closing Sentence.

A5.2.4.3.1. The exemplary heroism displayed by Sergeant Kola reflect great credit upon herself and the United States Air Force. *OR*

A5.2.4.3.2. By her heroic action and humanitarian regard for her fellowman, Sergeant Kola has reflected great credit upon herself and the United States Air Force.

A5.2.4.3.3. Posthumous. The exemplary heroism displayed by Sergeant Kola in the dedication of service to her country reflect great credit upon herself and the United States Air Force.

A5.2.5. **Bronze Star Medal.**

A5.2.5.1. Opening Sentence. Master Sergeant Rose A. Tyler distinguished herself by (*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 (date) OR from (date) to (date)*).

A5.2.5.2. Narrative Description. 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 (UN) forces to Katanga.

A5.2.5.3. Closing Sentence.

A5.2.5.3.1. 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.

A5.2.5.3.2. Posthumous. By her unselfish dedication to duty in the service of her country, Sergeant Tyler has reflected great credit upon herself and the United States Air Force.

A5.2.6. **Purple Heart.** Do not prepare a PH citation. When preparing the special orders use the following example content.

A5.2.6.1. "By direction of the President of the United States of America, Master Sergeant Arlene Ton, (*social security number*), 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*

A5.2.6.2. "By direction of the President of the United States of America, Master Sergeant Arlene Ton, (*social security number*), is awarded the Purple Heart (*Oak Leaf Cluster, if applicable*) 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*)."

A5.2.7. **Meritorious Service Medal.**

A5.2.7.1. Opening Sentence.

A5.2.7.1.1. Major Mickey Smith distinguished himself in the performance of outstanding service to the United States as (*duty title OR (while assigned to the (office)*) from (*date*) to (*date*). *OR*

A5.2.7.1.2. Major Mickey Smith distinguished himself by outstanding achievement (*as OR while assigned to*), (*on (date) OR from (date) to (date)*).

A5.2.7.2. Narrative Description.

A5.2.7.2.1. During this period, the outstanding professional skill, leadership, and ceaseless efforts of Major Smith resulted in major contributions to the effectiveness and success of Space Force (programs). *OR*

A5.2.7.2.2. In this important assignment, Major Smith's outstanding leadership and devotion to duty were instrumental factors in the resolution of many problems of major importance to the Space Force.

A5.2.7.3. Closing Sentence.

A5.2.7.3.1. The singularly distinctive accomplishments of Major Smith reflect great credit upon himself and the United States Space Force.

A5.2.7.3.2. Retirement. The singularly distinctive accomplishments of Major Smith culminate a (*long and*) distinguished career in the service of his country and reflect great credit upon himself and the United States Space Force.

A5.2.7.3.3. Separation. The singularly distinctive accomplishments of Major Smith while serving his country reflect great credit upon himself and the United States Space Force.

A5.2.7.3.4. Posthumous. The singularly distinctive accomplishments of Major Smith in the dedication of his service to his country reflect great credit upon himself and the United States Space Force.

A5.2.8. **Air Medal.**

A5.2.8.1. 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 (date) OR from (date) to (date)*).

A5.2.8.2. Narrative Description. 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.

A5.2.8.3. Closing Sentence.

A5.2.8.3.1. Aerial Flight. The professional skill and airmanship displayed by Major Baxter reflect great credit upon herself and the United States Air Force.

A5.2.8.3.2. Posthumous. 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.

A5.2.9. **Aerial Achievement Medal.**

A5.2.9.1. Opening Sentence. Master Sergeant Rory Williams distinguished himself by meritorious achievement while participating in sustained aerial flight as (*duty assignment*) (*at or near*) from (*date*) to (*date*).

A5.2.9.2. Narrative Description. During this period, the airmanship 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.

A5.2.9.3. Closing Sentence.

A5.2.9.3.1. The professional ability and outstanding aerial accomplishments of Sergeant Williams reflect great credit upon himself and the United States Air Force.

A5.2.9.3.2. Posthumous. 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.

A5.2.10. **Air and Space Commendation Medal.**

A5.2.10.1. Opening Sentence.

A5.2.10.1.1. Technical Sergeant Ami Ponde distinguished herself by (*meritorious service OR outstanding achievement*) as (*duty assignment and office OR while assigned to (office)*) from (*date*) to (*date*). *OR*

A5.2.10.1.2. Technical Sergeant Ami Ponde distinguished herself by an act of heroism (*at or near*) on (*date*).

A5.2.10.2. Narrative Description.

A5.2.10.2.1. During this period, the professional skill, leadership, and ceaseless efforts of Sergeant Ponde contributed to the effectiveness and success of Space Force programs.

A5.2.10.2.2. Heroism. On that date, Sergeant Ponde (example: 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).

A5.2.10.3. Closing Sentence.

A5.2.10.3.1. The distinctive accomplishments of Sergeant Ponde reflect credit upon herself and the United States Space Force.

A5.2.10.3.2. Heroism. By her prompt action and humanitarian regard for her fellowman, Sergeant Ponde has reflected credit upon herself and the United States Space Force.

A5.2.10.3.3. Retirement. 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 Space Force.

A5.2.10.3.4. Separation. The distinctive accomplishments of Sergeant Ponde while serving her country reflect credit upon herself and the United States Space Force.

A5.2.10.3.5. Posthumous. The distinctive accomplishments of Sergeant Ponde in the dedication of her service to her country reflect credit upon herself and the United States Space Force.

A5.2.11. **Air and Space Achievement Medal.**

A5.2.11.1. Opening Sentence.

A5.2.11.1.1. Captain Michelle Canmore distinguished herself by (*meritorious service OR outstanding achievement*), as (*duty assignment, and office location OR while assigned to (office location)*). *OR*

A5.2.11.1.2. Captain Michelle Canmore distinguished herself by outstanding achievement (*at or near*).

A5.2.11.2. Narrative Description. 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.

A5.2.11.3. Closing Sentence. The distinctive accomplishments of Captain Canmore reflect credit upon herself and the United States Space Force.

**A5.3. For Members of the other Military Departments.** In the closing sentence of decorations awarded to members of the other Military Departments, identify the applicable Service. For example, "reflects credit upon himself and the United States Army" or "reflects credit upon herself and the United States Navy".

**Table A5.1. Sample Citation Headings (See notes).**

| | |
|---|---|
| **FIRST AWARD** | CITATION TO ACCOMPANY THE AWARD OF<br>*(double space)*<br>THE DISTINGUISHED SERVICE MEDAL<br>*(double space)*<br>TO<br>*(double space)*<br>**JAMES V. HOLVER**<br>*(triple space)* |
| **SUBSEQUENT AWARD** | CITATION TO ACCOMPANY THE AWARD OF<br>*(double space)*<br>THE LEGION OF MERIT MEDAL<br>(FIRST OAKLEAF CLUSTER)<br>*(double space)*<br>TO<br>*(double space)*<br>**JAMES V. HOLVER**<br>*(triple space)* |
| **POSTHUMOUS AWARD** | CITATION TO ACCOMPANY THE AWARD OF<br>*(double space)*<br>THE AIRMAN'S MEDAL<br>(POSTHUMOUS)<br>*(double space)*<br>TO<br>*(double space)*<br>**JAMES V. HOLVER**<br>*(triple space)* |

## Attachment 6

## MYDECS APPLICATION

**A6.1. General Information.** The myDecs application is an electronic dashboard that allows processing of certain awards and decorations.

A6.1.1. The awards and decorations currently processed in myDecs are: MSM, AM, AAM, ASCOM, ASAM, Humanitarian Service Medal, MOVSM, CRM, RCECM, NDOSM, and DSDR.

A6.1.2. An myDecs account is required for all personnel in the coordination chain of a recommendation.

A6.1.3. Ordering the DECOR6 through MilPDS is not required for decorations processed in myDecs.

A6.1.4. Mailing the certificate for approved decorations is not required. The myDecs application updates the Automated Records Management System and MilPDS.

A6.1.5. The certificates to accompany decorations processed in myDecs are available for order from the Department of the Air Force Order Portal at **https://www.orderportal.army.mil/**. Refer to **Attachment 1** for the certificate form numbers.

## Attachment 7

## PREPARING NOMINATIONS FOR SPECIAL TROPHIES AND AWARDS

**A7.1. Preparing Nominations.** In addition to the following procedures, review solicitation messages and the special trophies and awards database at **https://access.afpc.af.mil/**. Nominations should arrive at the AFPC/DPSTTC by the suspense date listed in the applicable solicitation message. MAJCOMs and FLDCOMs electing not to submit a nomination should report negative submissions via email to AFPC/DPSTTC (**afpc.dpsttc.recognitionprocess@us.af.mil**).

A7.1.1. Nomination packages should include: DAF Form 1206 or narrative justification, whichever is required; biography (see **Figure A7.1**); citation (see **Figure A7.2**); list and definitions of acronyms used in the nomination package (see **Figure A12.7**); and a memorandum signed and dated by the nominee addressed to AFPC/DPSTTC. The memorandum will contain a public release statement that reads, "I (*do* or *do not*) agree to give permission to use my name, grade, and base of assignment in the announcement message or for any publicity regarding the award winner." **(T-1)**

A7.1.2. Classified material will not be included in the nomination. **(T-1)**

**A7.2. Coordination of Nominations.** When nominating persons or units assigned to other commands, commanders, and civilian directors acquire by letter, the coordination of the commander or deputy commander of the owning MAJCOM, FLDCOM, FOA, or DRU. Submit nominations to AFPC/DPSIDR, with the parent MAJCOM, FLDCOM, FOA, or DRU commander's coordination. **Note**: To ensure equity at wing/delta level, in the absence of a group, squadrons will submit nominations directly to the wing/delta deputy commander or director of staff for review, consolidation, and submission for the wing/delta level competition.

**Figure A7.1. Sample Special Trophies and Awards Biography.**

**BIOGRAPHY**

SENIOR AIRMAN JOHN Q. DOE

Air Force Specialty Code: 3M031, Services Apprentice

Senior Airman John Q. Doe is a Services Apprentice assigned to the Ford Dining Facility as a shift leader, Jones Air Force Base, Texas. He is 27 years old. Airman Doe was born in Lexington, Kentucky, on 1 August 1966. He attended Central High School, graduating as class salutatorian in May 1984. He lettered each year in football, basketball, and baseball. He served as student body president and was a member of the math and science club. After graduating from high school, Airman Doe was locally employed. He served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force in 1990 and arrived at Lackland Air Force Base, Texas, in October 1990 for basic training. Upon graduation, he received a direct-duty assignment to the First Services Squadron, Jones AFB, Texas, arriving in December 1990. Since arriving at Jones Air Force Base, he has served in a variety of positions, including store room clerk and his current assignment. Airman Doe is an active member of the Big Brothers Association and assisted in his unit's Thanksgiving dinner to feed the homeless this past year. His military awards include the National Defense Service Medal and the Air Force Training Ribbon. He attends Lucas College in Smith, Texas, and is working toward a Bachelor's Degree in Business Administration.

**Notes:**
1. Double-space between the nominee's name and Air Force Specialty Code.
2. Single-space the narrative portion of the biography.
3. Do not use acronyms.

**Figure A7.2. Sample Special Trophies and Awards Citation.**

CITATION TO ACCOMPANY THE AWARD OF

THE (*name of award*) FOR (*year*) TO

**JOHN J. JONES**

Sergeant John J. Jones distinguished himself as Chief, Weather Station Operations, 12th Operations Support Squadron, Randolph Air Force Base, Texas, from 1 July 2003 to 30 June 2004. Sergeant Jones expertly led a team of highly-skilled weather technicians in the largest and most diverse Wing within Air Education and Training Command, ensuring the safe completion of over 40,000 training sorties per year. He anticipated and provided all operational atmospheric support to the Numbered Air Force and Wing commanders and staffs, as well as eight flying squadrons with 170 aircraft assigned. The distinctive accomplishments of Sergeant Jones reflect credit upon himself and the United States Air Force.

**Notes:**
1. Print the citation in landscape format.
2. Left and right margins must be 1½ inches.
3. Limit the citation to 50 to 70 key words that properly describe the nominee's accomplishments or achievements. "Key words" are defined as those words between the opening and closing statements.
4. Do not use acronyms.

## Attachment 8

## U.S. CIVILIANS, FOREIGN NATIONALS AND FOREIGN MILITARY PERSONNEL

**A8.1. General Information.** This section provides processing guidance for personal military decorations awarded to U.S. civilians, foreign nationals, and foreign military personnel.

**A8.2. U.S. Civilians and Foreign Nationals.** U.S. civilians and foreign nationals may be awarded certain DAF decorations. Refer to the respective decoration criteria in this publication and Table 2.2 in DAFI 36-2803. Also, refer to DODI 1400.25V451_AFI36-1004, for additional civilian award options.

**A8.3. Foreign Military Members.** Members of the armed forces of friendly foreign nations may be recognized with a DAF decoration provided the valorous act, extraordinary achievement or meritorious service were of significant benefit to the U.S. or materially contributed to the successful prosecution of a DoD military operation or campaign.

A8.3.1. The most appropriate decoration for foreign general or flag officers serving in equivalent U.S. pay grades of O-7 or above, is the LOM of appropriate degree.

A8.3.2. **Preparing a Recommendation.** Refer to Attachments **2 and 12** in this publication and Table 2.2 in DAFI 36-2803. Incomplete recommendations are returned without action. At a minimum, nomination packages include:

A8.3.2.1. The full name of the foreign military member on all correspondence. **(T-0)**

A8.3.2.2. Statement of concurrence from the U.S. Defense Attaché in the foreign military member's home country (do not obtain for LOM and recommendations for foreign general or flag officers serving in equivalent U.S. pay grades of O-7 or above). **(T-0)** See **Figure A8.6**. Refer to paragraph 3.1.2 in DAFPD 16-6, *International Arms Control and Nonproliferation Treaties and Agreements, and the DoD Foreign Clearance Program*, for the website of the DoD foreign clearance guide; and **https://www.usembassy.gov/** for mailing addresses of the U.S. Embassies.

A8.3.2.3. Statement of concurrence from OSI. **Note**: Counterintelligence concurrence is accomplished no more than 6 months before the decoration approval date. **(T-0)** See **Figure A8.7**.

A8.3.2.4. Statement of concurrence from the Defense Intelligence Agency. **(T-0)** **Note**: Only obtain for LOM recommendations and any decoration for foreign general or flag officer in equivalent U.S. pay grade of O-7 or above. Normal processing is 30 calendar days. See **Figure A8.8**.

A8.3.2.5. Endorsement memorandum. **(T-0)** Justifies why approval is in the best interest of the U.S. Government and DoD. See **Figure A8.1**.

A8.3.2.6. Narrative justification. **(T-0)** Should include the foreign military member's full name, period of the decoration, duty position or job title during the period of the decoration, and the accomplishments. See **Figure A8.2**.

A8.3.2.7. Proposed citation. **(T-0)** See Figures **A8.3** and **A8.4**.

A8.3.2.8. Biography. **(T-0)** A brief biography of the nominee. See **Figure A8.5**.

A8.3.2.9. Late letter (if applicable). Explains why the nomination is late. **Note**: Late letter is required if submitted over 6 months from the date of the distinguishing act or period of meritorious service.

A8.3.3. **Submitting a Recommendation.** Submit nominations to arrive at SAF/IA FLO or AFPC/DPSTTC no later than 30 days after the date of the action or period of service. Include a late letter for nominations submitted over the 30-day requirement.

A8.3.3.1. Non-Combat Related.

A8.3.3.1.1. LOM. The MAJCOM or FLDCOM commander or deputy commander endorses recommendations for foreign military members (and all other decorations for foreign general or flag officers serving in equivalent U.S. pay grades of O-7 or above) and forwards to SAF/IA FLO (**SAF.AFFLO.workflow@us.af.mil**). SAF/IA FLO prepares the certificate and an action memorandum, and submits complete nomination packages (not including the certificate) to the Under Secretary of Defense for Policy via the Correspondence and Task Management System or by email to **osd.pentagon.ousd-policy.mbx.execsec@mail.mil**. The Under Secretary of Defense for Policy obtains Department of State and Defense Attaché Officer concurrences. On receipt of the concurrences, SAF/IA FLO staffs to SecAF nomination packages consisting of an action memorandum, certificate, citation, narrative justification, biography, Department of State and Defense Attaché concurrences, and any other relevant supporting documents. SAF/IA FLO delivers signed hardcopy nomination packages, along with the certificate and Department of State and Defense Attaché concurrences, to the Executive Services Directorate, Correspondence Management Division, Washington Headquarters Service within 6 months of the date of the action or period of service justifying decoration. SAF/IA FLO also emails a Microsoft Word version of the citation to the Executive Services Directorate via **whs.pentagon.esd.mbx.cmd-correspondence@mail.mil**. SAF/IA FLO provides a copy of the signed certificate and citation to AFPC/DP3SSP for further action accordance with **paragraph 2.4.2**.

A8.3.3.1.2. MSM, ASCOM, and ASAM nominations for foreign military personnel in equivalent U.S. pay grades of O-6 and below. Process nominations as follows:

A8.3.3.1.2.1. Submit recommendations through the chain of command to the MAJCOM or FLDCOM commander for approval (or deputy commander, if delegated).

A8.3.3.1.2.2. The senior official in the chain of command endorses recommendations from HAF, FOAs, and DRUs and forwards to AFPC/DPSTTC (**afpc.dpsttc.recognitionprocess@us.af.mil**) for submission to the Secretary of the Air Force Decorations Board for approval.

A8.3.3.1.2.3. For USAF. The AFDW commander or deputy commanders endorses recommendations for foreign military personnel from joint or unified commands and forwards to AFPC/DPSTTC for submission to the Secretary of the Air Force Decorations Board for approval.

A8.3.3.1.2.4. For USSF. Recommendations for foreign military from joint or unified commands are forwarded to AFPC/DPSTTC for submission to the Secretary of the Air Force Decorations Board for approval.

A8.3.3.2. Combat Related. Submit nominations through the senior official in the wartime chain of command to AFPC/DPSTTC (**afpc.dpsttc.recognitionprocess@us.af.mil**) (unless approval authority has been delegated by SecAF). AFPC/DPSTTC forwards the nomination to the Secretary of the Air Force Decorations Board for boarding and the following actions:

A8.3.3.2.1. Submit to SecAF recommendations for the AFC to foreign military personnel serving in equivalent U.S. pay grades of O-6 or below.

A8.3.3.2.2. Approve or disapprove SS and lesser decorations to foreign military personnel serving in equivalent U.S. pay grades of O-6 or below.

A8.3.3.2.3. Prepare a certificate and action memorandum for the LOM awarded to a foreign military member or an exception to policy for other decorations to a foreign general or flag officer serving in equivalent U.S. pay grades of O-7 or above. Complete nomination packages (not including the certificate) are submitted to the Under Secretary of Defense for Policy via the Correspondence and Task Management System or by email to **osd.pentagon.ousd-policy.mbx.execsec@mail.mil**. The Under Secretary of Defense for Policy obtains Department of State and Defense Attaché Officer concurrences. On receipt of the concurrences, the Secretary of the Air Force Decorations Board staffs to SecAF nomination packages consisting of an action memorandum, certificate, citation, narrative justification, biography, Department of State and Defense Attaché concurrences, and any other relevant supporting documents. The Secretary of the Air Force Decorations Board delivers signed hardcopy nomination packages, along with the certificate and Department of State and Defense Attaché concurrences, to the Executive Services Directorate, Correspondence Management Division, Washington Headquarters Service within 6 months of the date of the action or period of service justifying the decoration. SAF/IA FLO also emails a Microsoft Word version of the citation to the Executive Services Directorate via **whs.pentagon.esd.mbx.cmd-correspondence@mail.mil**. SAF/IA FLO provides a copy of the signed certificate and citation to AFPC/DP3SSP for further action accordance with **paragraph 2.4.2**.

**Figure A8.1. Example Recommendation Memorandum.**

ORGANIZATIONAL LETTERHEAD

DATE

MEMORANDUM FOR AF/CVAI

FROM HQ (MAJCOM/CC OR CV)
STREET ADDRESS, SUITE #
BASE AFB, STATE ZIP CODE

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, etc)
e. Recommendation Reason: (permanent change of station, extended tour, etc)
f. Reasignment 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: (base 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 U.S. Decorations: (list all previous U.S. decorations with oak leaf clusters or use N/A)

3. I certify that:

a. This individual's service has been honorable throughout the period being recognized.
b. The attached certificate and 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 (if applicable).

4. Questions pertaining to this memorandum should be address to (point of contact name, telephone number and email address).

JOHN J. DOE, Lieutenant General, USAF
Vice Commander

Attachments:

*Note: Nominations that originate in a joint unit will be signed by the highest ranking Air Force officer in the unit.*

**Figure A8.2. Example Narrative Justification.**

EXAMPLE NARRATIVE JUSTIFICATION

FOR AIR FORCE DECORATIONS 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 Department of Defense personnel to Operation ENDURING FREEDOM.....

JOHN J. DOE, Colonel, USAF
Director, Plans and Operations

*Notes*:
1. Minimize the use of acronyms. Spell out the acronym for the first use and then use abbreviated thereafter.
2. Limit justification to a one-page, typed narrative. Use paragraph format with breaks between major contributions. Include in the first sentence rank and full name, title, and dates of service. For subsequent sentences use rank and last name only.
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. Include three to four major contributions with impact or results to the Air Force. Each contribution can be its own paragraph or they can be combined as one paragraph. Write to the acomplishments and not to the personal attributes of an individual. Refrain from using absolutes or unquaifiable statements in the sentence structure.

**Figure A8.3. Example Legion of Merit Citation for Foreign Military.**

The President of the United States of America, authorized by Act of Congress, July 20, 1942, has awarded the Legion of Merit (Degree of [LOM Level]) to

**(RANK) (FIRST AND LAST NAME)**
**(COUNTRY) (SERVICE)**

for exceptionally meritorious service as the [position/title] to the United States, from Date [Month YYYY] to Date [Month YYYY]. [Rank/Last Name] was an open and effective liaison, who contributed to bilateral interoperability and fostered effective military-to-military relations between the United States and [country]. He played a decisive role in attaining a bilateral agreement to appoint a [country] Liaison Officer to the United State Military Academy and facilitated mutually rewarding bilateral Army Staff Talks in 2005 and 2006, which resulted in numerous agreed-to-actions related to transformation, training, staff planning, intelligence and command and control fusion. [Rank/Name], a Signal Corps officer, contributed his expertise to the United States-[country name] working group to achieve bilateral communication interoperability and actively collaborated in the integration of Hawk and Patriot missile systems in [country name]. He was also instrumental to the bilateral standardization process for [country name] Army Rotary-Wing Aviation attainment of navigability certification. At a time of intense strain in the United States-[country name] bilateral relationship due to the sudden withdrawal of [country name] troops from Operation IRAQI FREEDOM, [Rank/Name] was especially proactive in reaching out to his Army and Joint Staff counterparts in an effort to sustain the bilateral military-to-military relationship. [Rank/Name's] superior effort, outstanding leadership, and personal initiative reflect great credit upon [himself/herself], the [country and Service], and [his/her] country.

Highlighted Text - **Indicates standard wording for opening paragraph, titles, and opening and closing sentences of citation body text**.

**Figure A8.4. Example Meritorious Service Medal Citation for Foreign Military.**

**COLONEL TERESA STACY**
**ROYAL CANADIAN 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.

**Figure A8.5. Example Biography for Foreign Military Personnel.**

**BIOGRAPHY**

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 or Space Force equivalent; civilian grade for civilians)

POSITION: (duty title for the period being recognized)

SSN/MEMBER ID OR EQUIVALENT:

BRANCH OF SERVICE:

CITIZENSHIP:

DATE ARRIVED STATION:

TRANSFER 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 U.S. military courses, professional military education, or colleges and year graduated)

ASSIGNMENTS: (list unit and location of all prior U.S.-attached military assignments)

***Notes:*** Only provide information for categories listed above.

**Figure A8.6. Example Memorandum for U.S. Embassy 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 A8.7. Example Memorandum for OSI 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@us.af.mil.
2. Nomination cannot be processed without an AFOSI concurrence.

**Figure A8.8. Example Memorandum for Defense Intelligence Agency Concurrence.**

ORGANIZATIONAL LETTERHEAD HEADING

MEMORANDUM FOR DEFENSE INTELLIGENCE AGENCY
ATTN: Military Awards (OHR3-F)
200 MacDill Boulevard
Bolling AFB, DC 20340-5100

FROM: (Recommending Agency)

SUBJECT: Request for Counterintelligence Records Check – RANK, Name, Country, Service

1. In accordance with DoDI 1348.33, request a counterintelligence records check on the below individual. The following information is provided:

**LAST NAME (Please ensure name is spelled correctly)**

**FIRST AND MIDDLE NAME:**

**RANK/TITLE:**

**DATE OF BIRTH:**

**COUNTRY OF BIRTH:**

**TYPE OF AWARD RECOMMENDED (If LOM, the degree of LOM is required):**

2. If you have questions, please contact **this is the POC for your organization**

**SIGNATURE BLOCK**

**Notes:**
1. **Please email this request to DIA_awards@dia.mil**
2. **DIA concurrence only required for nominations requiring SecDef approval.**

## Attachment 9

## UNIT AWARD CRITERIA

**A9.1. Presidential Unit Citation (PUC).** The award (formerly named the Distinguished Unit Citation (DUC) prior to 1965), established by E.O. 10694 (as amended by EO 13830 (2018) and EO 14085 (2022)), is the Nation's highest unit award. It is awarded in the name of the POTUS to units of the U.S. Armed Forces and cobelligerent nations, for extraordinary heroism in action against an armed enemy on or after 7 December 1941, and on or after December 20, 2019, in the case of the Space Force.

A9.1.1. **Eligibility.** 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.

A9.1.1.1. The degree of heroism required is the same as that which would be required of an AFC to an individual.

A9.1.1.2. Being on combat duty for an extended period or participating in a large number of operation missions, either ground or air, is not sufficient to justify the PUC. The award is normally earned by units that have participated in a single action or successive actions covering relatively brief time spans.

A9.1.1.3. Only on rare occasions does a unit higher than a wing or delta qualify for this award.

A9.1.1.4. Members entitled to wear both the DUC and PUC may wear an oak leaf cluster on the DUC ribbon to denote entitlement to both awards.

A9.1.2. **Authorized Device.** Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance.

**A9.2. Gallant Unit Citation (GUC).** The award was established by SecAF in March 2004. The award recognizes units that distinguished themselves by extraordinary heroism in action against an armed enemy of the U.S., while engaged in military operations involving conflict with an opposing foreign force on or after 11 September 2001.

A9.2.1. **Eligibility.**

A9.2.1.1. Although requiring a lesser degree of gallantry, determination, and esprit de corps than required for the PUC, the GUC 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 SS to an individual.

A9.2.1.2. The GUC is awarded to units that have participated in single or successive actions covering relatively brief time spans. Extended periods of combat duty or participation in a larger number of operational missions, either air or ground, is not sufficient.

A9.2.1.3. Only on rare occasions would a unit larger than a group qualify for the GUC.

A9.2.2. **Authorized Device.** Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance.

**A9.3. Meritorious Unit Award (MUA).** The award was established by SecAF in March 2004. The award recognizes units that distinguished themselves by exceptionally meritorious conduct in the performance of outstanding achievement or service in direct support of combat operations. The performance must have occurred for at least 90 continuous days during the period of military operations against an armed enemy of the U.S. on or after 11 September 2001.

A9.3.1. **Eligibility.**

A9.3.1.1. The MUA is awarded to squadrons, groups, deltas, and wings.

A9.3.1.2. The unit displayed 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 performance required is the same as that which would warrant award of the LOM to an individual. Superior performance of a normal mission does not solely justify the award of the MUA.

A9.3.2. **Authorized Device.** Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance.

**A9.4. Air and Space Outstanding Unit Award (ASOUA).** The award was established by SecAF on 6 January 1954, to recognize numbered units that have distinguished themselves by exceptionally meritorious service or outstanding achievement that clearly sets the unit above and apart from similar units. The award may also be awarded for achievements of national or international significance, combat operations against an armed enemy of the United States, or military operations involving conflict with or exposure to hostile actions by an opposing foreign force. On 16 November 2020, SecAF approved the renaming of the Air Force Outstanding Unit Award to the Air and Space Outstanding Unit Award.

A9.4.1. **Eligibility.**

A9.4.1.1. The ASOUA is awarded to numbered units such as air forces, air divisions, wings, deltas, groups, squadrons, provisional units, and medical facilities (i.e., hospitals, clinics, medical centers (numbered or unnumbered)).

A9.4.1.2. Detachments, operating locations, training sites, and Air Force, and Space 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.

A9.4.1.3. Unnumbered units may not be nominated for the ASOUA; however, they may be submitted for the ASOEA.

A9.4.1.4. Units below squadron level are not eligible for the ASOUA.

A9.4.2. **Authorized Device.** Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance. Also refer to **paragraph A16.16** for information about retroactive award of the Valor "V" device.

**A9.5. Air and Space Organizational Excellence Award (ASOEA).** The award was established by SecAF in August 1969, to recognize the achievements and accomplishments of DAF organizations or activities. On 16 November 2020, SecAF approved the renaming of the Air Force Organizational Excellence Award to the Air and Space Organizational Excellence Award.

A9.5.1. **Eligibility.**

A9.5.1.1. The ASOEA is awarded to internal DAF organizations that are entities within larger organizations. The organizations are unique, unnumbered organizations or activities that perform functions normally performed by numbered wings, deltas, groups, squadrons, etc. The following types of organizations are eligible for consideration: unnumbered organizations, such as MAJCOM or FLDCOM headquarters, FOAs, DRUs, centers, and any other unnumbered organization; offices of SecAF, CSAF, CSO, and HAF Secretariat and Assistant Chiefs of Staff (i.e., all two-digit office symbol organizations at HAF); each Air Force level school, academy college, and Air Force Reserve Officers Training Corps detachments; and similar U.S. Armed Forces services organizations or activities (except DoD and joint activities).

A9.5.1.2. Detachments, operating locations, training sites, or Air Force or Space 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.

A9.5.1.3. Unnumbered units at the squadron-level and above, may be submitted for the ASOEA to the appropriate approval authority.

A9.5.1.4. Unnumbered organizations below squadron level are not eligible for the ASOEA.

A9.5.1.5. Numbered units may not be nominated for the ASOEA; however, they may be submitted for the ASOUA.

A9.5.2. **Authorized Device.** Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance. Also refer to **paragraph A16.16** for information about retroactive award of the Valor "V" device.

**Table A9.1. Unit Organizational Award (See notes).**

| RULE | A<br>If the unit or organization is | B<br>and the service or achievement were performed all or partly while | C<br>Then the recommendation must be initiated by | D<br>And recommendation must be endorsed by | E<br>Approval and disapproval authority |
|---|---|---|---|---|---|
| 1 | A regular component unit or organization | under operational control of the joint or unified command | the unit commander or higher level | appropriate joint or unified commander | Refer to **Chapter 3** |
| 2 | A regular component unit or organization | under operational control of the MAJCOM, FLDCOM, Air Force or Space Force Component Command, or Air Force Forces | the unit commander or higher level | organization that exercises control over the unit | Refer to **Chapter 3** |
| 3 | detached from parent organization | attached to the host organization | the parent organization (see note 1) | host MAJCOM, FLDCOM, FOA, or DRU of the parent organization | Refer to **Chapter 3** |
| 4 | Air Force Reserve unit | on or not on extended duty with the regular component under the provisions of Title 10 | the unit commander or higher-level commander | organization that exercises control over the unit | Air Force Reserve Command commander or deputy commander |
| 5 | Air National Guard unit | on extended duty with the regular component under the provisions of Title 10 | the unit commander or higher-level commander | organization that exercises control over the unit | Director of the Air National Guard |

| | | | | | |
|---|---|---|---|---|---|
| **6** | Air National Guard unit | not on extended duty with the regular component under the provisions of Title 10 | the Air Force advisor or senior commander in the Air National Guard chain of command, or the State Adjutant General (see note 3) | N/A | Director of the Air National Guard |
| **7** | A regular component FOA or DRU unit, Air Staff DCS or ADCS, or other organization (see note 5) | N/A | unit commander or higher-level commander | FOA or DRU commander, deputy commander, or chief of staff (see note 4) | Secretary of the Air Force Decorations Board |
| **8** | MAJCOM, FLDCOM, FOA, or DRU Headquarters | N/A | commander, deputy commander, or combat support | N/A | Secretary of the Air Force Decorations Board |

**Notes:**
1. When host organization commander provides evidence to the parent organization evidence.
2. Final action will be taken by the award authority exercising control over the parent unit. **(T-0)**
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/A1.
4. For HAF agencies, the Secretariat, Deputy Chief of Staff, or Assistant Deputy Chief of Staff concerned, initiates the recommendation and no further endorsement is required.
5. The Field Investigative Regions (and their subordinate squadrons, detachments, and operating locations) of OSI are eligible for only the ASOUA and will not share in an ASOEA approved for OSI. **(T-1)** The Inspector General of the Air Force is the approval and disapproval authority for the ASOUA nominations.

## Attachment 10

## CAMPAIGN PARTICIPATION CREDIT, ASSAULT LANDING CREDIT, AND UNIT STREAMERS

**A10.1. Streamers – General Information.** Streamers are carried on flags approved for use and display on DAF installations. Streamers denote the unit's service, battle honors, and/or awards. All streamers are swallow-tailed ribbons of the same design as the service ribbon for the theater, area of operations, or unit decorations. Refer to AFI 34-1201 for a list of streamers and display instructions.

A10.1.1. **Procuring Streamers.** Commanders may request a streamer by submitting a DD Form 1348-6, *Single Line Item Requisition System Document*, to the Air Force Clothing and Textile Office at the Defense Logistics Agency, electronically to **AFPHLHERALDRY@dla.mil** or by mail. The mailing address is AFC&TO, AFLCMC/WNU Human Systems Division, 700 Robbins Ave, Building 3/C South, Philadelphia, PA 19111-5096. Provide a contact name, phone number, and e-mail address in the remarks section. Normal processing time is 30-45 days.

A10.1.1.1. The ASOEA streamer may be procured with or without embroidery.

A10.1.1.2. The ASOUA streamer is not procured without embroidery. Organizations requiring a blank streamer for use in a ceremony, prior to receiving the embroidered streamer, may request a blank streamer from the Air Force Clothing and Textiles as a loan.

A10.1.2. Streamer sizes vary depending on the size of the flag on the flag staff.

A10.1.3. **Distribution of Special Orders.** Approval authorities forward by 31 December of each year copies of special orders or memorandums entitling units to streamers, to AFPC/DPSTTC (**afpc.dpsttc.recognitionprocess@us.af.mil**) and 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.

**A10.2. Unit Award Streamers.** Swallow-tailed streamer of the same design as the unit award issued to units authorized a flag or guidon.

A10.2.1. **Eligibility.** To be eligible for a unit award streamer, a unit has been awarded a DAF unit award, or authorized to share in a higher headquarters unit award. Refer to **paragraph A10.4.1** for procuring streamers. Streamers are not issued to units not authorized an organizational flag or guidon.

A10.2.2. **Display of Streamer.** Eligible units carry a unit award streamer on the organizational flag staff and guidon. Unit award streamers are embroidered in white with the name of the act or the inclusive period of the service (1 JANUARY 2003 – 31 DECEMBER 2004). Authorized abbreviations may be used for lengthy action or achievement names. Each award is represented by a separate streamer.

**A10.3. Campaign Streamers.** Campaign streamers are awarded for active federal military service to flag or guidon bearing unit or organizations credited with campaign participation. The streamers are swallow-tails of the same design as a DoD campaign or service medal issued to members of the U.S. Armed Forces. Campaign streamers are usually embroidered with the name of the campaign, operation, or expedition designated by the Chairman, Joint Chiefs of Staff, authorized by DoD, and announced in DoDM 1348.33, Volume 2.

A10.3.1. **Eligibility.** To be eligible for a campaign streamer, a unit must have been awarded campaign participation credit by HAF. Authority to approve campaign participation credit may be delegated by SecAF to the Air Force or Space Force Component Commander or Commander of Air Force Forces to the Combatant Command that has operational control over the designated campaign, operation, or expedition. 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. Units are considered for eligibility if the home unit deploys more than 50 percent of their unit simultaneously to the deployed location.

A10.3.2. **Approval Process.** Upon establishment or approval of a DoD campaign or service medal, AF/A1P and SF/S1P collaborates with AF/A3, Space Force Chief of Operations, and AFPC to determine if a campaign streamer is necessary and, if warranted, AF/A1P submits a proposal to SecAF for approval. If approved, AF/A1P initiates actions for availability of the streamer in the DoD supply system and AFPC announces approval of the campaign streamer.

A10.3.3. **Display of Streamer.** Eligible units or organizations carry a campaign streamer on their organizational flag staff or guidon. Each designated campaign name for which the unit receives participation credit is embroidered on an individual campaign streamer.

**A10.4. War Service Streamer.** A war service streamer is awarded to a flag-bearing unit or organization for service in a theater or area of operations during a war or conflict when the unit or organization is not entitled to campaign credit. The war service streamer is identical to the applicable campaign streamer, but without inscription.

A10.4.1. **Eligibility.** To be eligible for a war service streamer, a unit or organization 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 meets the "in geographical area" or service criteria prescribed for individual award of the campaign or service medal.

A10.4.2. **Approval Process.** Upon establishment or approval of a DoD campaign or service medal, AF/A1P and SF/S1P collaborates with AF/A3 and AFPC to determine if a war service streamer is necessary and if warranted AF/A1P submits a proposal to SecAF for approval. If approved, AF/A1P initiates actions for availability of the streamer in the DoD supply system and AFPC announces approval of the campaign streamer.

A10.4.3. **Display of Streamer.** Eligible units or organizations carry a war service streamer on the organizational flag staff and guidon.

**A10.5. Assault Landing Credit.** Assault landing credit is awarded to units that participate in a combat parachute jump, helicopter assault landing, combat glider landing, or amphibious assault landing as part of an organized force carrying out an assigned tactical mission.

A10.5.1. **Eligibility.**

A10.5.1.1. Assault landing credit may be granted to DAF units that, in the combat zone of a battle, campaign, or expedition as established by the Joint Staff, accomplishes one of the following types of assault operation:

A10.5.1.1.1. Makes a parachute jump into enemy-held territory as a part of an organized force carrying out an assigned tactical mission.

A10.5.1.1.2. Participates in the assault waves of an amphibious landing on enemy-held territory.

A10.5.1.1.3. Makes a helicopter assault landing into enemy-held territory as a part of an organizational force carrying out an assigned tactical mission.

A10.5.1.2. The assault landing was of such scope that it would warrant Joint Staff 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 is such that the committed forces 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.

A10.5.2. **Submitting a Request.** Refer to **Section 2D** for procedures. Requests include: the size and composition of the force involved, list of units that participated in the assault landing with personnel accounting symbol 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.

A10.5.2.1. AF/A1P obtains AF/HO and AF/A3 coordination prior to staffing to SecAF.

A10.5.2.2. AFPC/DPSTTC issues special orders announcing approved assault landing credit and forwards a copy of the orders to the requesting command and the Air Force Historical Research Agency at **afhra.rs@us.af.mil**, Attention: RSO, for update of units' lineage and honors.

A10.5.3. **Members Entitled to Assault Landing Credit.**

A10.5.3.1. An arrowhead device is worn on the applicable campaign or service medal for eligible service members. A member is eligible if he or she was assigned or attached to a unit awarded assault landing credit, participated in the combat parachute jump or assault landing for which the unit received assault landing credit, and physically exited the aircraft or watercraft during the assault landing. Emergency combat parachute jumps into enemy-held territory do not constitute eligibility. Special orders are not published to announce individual entitlement to the device.

A10.5.3.2. If a unit is denied assault landing credit, the members of the denied unit are ineligible for assault landing credit.

A10.5.3.3. Refer to AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*, for information on combat parachutist jump credit.

## Attachment 11

## AUTHORIZED FOREIGN SERVICE AND UNIT AWARDS

**A11.1. General Information.** The awards in this attachment have been authorized for acceptance by DoD. DAF members meeting the eligibility requirements wear the awards without approval. Contact the servicing military personnel flight for update of personnel records. To verify eligibility for foreign unit awards, refer to the unit award database at **http://access.afpc.af.mil/AwardsDMZnet40/default.aspx**.

**A11.2. United Nations Medal and Service Ribbon.** The award is authorized by the UN Secretary General for specific UN missions and actions.

A11.2.1. The award is normally awarded by the Chief of the UN Mission to qualifying members before their departure from service with the UN. Commanders are not authorized to award a UN Medal to their members without a specific by-name authorization from the Chief of the UN Mission. **(T-0)**

A11.2.2. Members are only authorized to wear a UN Medal and service ribbon approved for acceptance and wear by DoD. When authorized, members only wear the initial UN Medal and associated service ribbon awarded. Subsequent UN Medals awarded for separate UN missions or actions are denoted by wearing a bronze service star on the suspension and service ribbon of the initial UN Medal awarded.

A11.2.3. A list of missions and actions authorized for acceptance can be found at **http://prhome.defense.gov/M-RA/Inside-M-RA/MPP/OEPM/**.

**A11.3. North Atlantic Treaty Organization (NATO) Campaign and Service Medals.** The awards are authorized by the NATO Secretary General to recognize qualifying participation in specific NATO operations and actions.

A11.3.1. The award is normally awarded to qualifying members before their departure from service with NATO by a theater commander who has been delegated NATO medal award authority. Commanders are not authorized to award a NATO medal to members unless specifically delegated award authority by the NATO Secretary General or NATO Supreme Allied Commander Europe. **(T-0)** Requests for award of a NATO medal already approved by DoD are routed through the U.S. Air Forces in Europe A1 to the Supreme Headquarters Allied Powers Europe J-1 for approval.

A11.3.2. Members are only authorized to wear a NATO medal awarded for actions or operations approved by DoD. When authorized, members only wear the initial NATO medal awarded. The ribbon clasp is not authorized for wear on the NATO medal suspension ribbon. **(T-0)** Subsequent NATO medals awarded for separate NATO operations or actions are denoted by wearing a bronze service star on the suspension and service ribbon of the initial NATO medal awarded.

A11.3.3. The NATO Meritorious Service Medal is not covered in this attachment. Requests for acceptance and retention of NATO Meritorious Service Medal are processed in accordance with **paragraph 6.4**.

A11.3.4. A list of operations and actions authorized for acceptance can be found at **http://prhome.defense.gov/M-RA/Inside-M-RA/MPP/OEPM/**.

**A11.4. Inter-American Defense Board Medal and Ribbon.** The medal and ribbon are authorized for acceptance by members who have served on the Inter-American Defense Board for at least 1 year, as the chair of the board, delegates, advisors, officers of the staff, officers of the secretariat, or officers of the Inter-American Defense College. For each 5 years of service to the Inter-American Defense Board, a gold star is worn. **(T-0)**

**A11.5. Multinational Force and Observers Medal.** The medal is authorized for acceptance by members who served with the Multinational Force and Observers for at least 90 cumulative days after 3 August 1981. The award is not authorized for service in Lebanon. **(T-0)**

**A11.6. Kuwait Liberation Medal (Saudi Arabia).** Authorized by the government of Saudi Arabia to members of the Coalition Forces who participated in Operation DESERT STORM. The medal is authorized for acceptance by Air Force members who:

A11.6.1. Served in support of operation DESERT STORM between January 17 and February 28, 1991, in one or more of 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, Omar, Bahrain, Qatar, and the United Arab Emirates.

A11.6.2. To be eligible, members must have been **(T-0)**:

A11.6.2.1. Attached to or regularly serving for 1 or more days with an organization participating in ground or shore operations;

A11.6.2.2. Attached to or regularly serving for 1 or more days aboard a naval vessel directly supporting military operations;

A11.6.2.3. Actually participating as a crew member in 1 or more aerial flights supporting military operations in the areas designated above; or

A11.6.2.4. Serving on temporary duty for 30 consecutive days during this period. That time limitation may be waived for people participating in actual combat operations.

**A11.7. Kuwait Liberation Medal (Kuwait).** Authorized by the government of Kuwait to members of the U.S. Military who participated in Operations DESERT SHIELD, DESERT STORM, and the Cease Fire Campaign. Air Force members are authorized to accept and wear the Kuwait Liberation Medal (Kuwait). The medal is authorized for acceptance by Air Force members who:

A11.7.1. Served in support of Operations DESERT SHIELD, DESERT STORM or the Cease Fire Campaign between August 2, 1990, and August 31, 1993, in one or more of the following areas: the Arabian 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, Omar, Bahrain, Qatar, and the United Arab Emirates.

A11.7.2. To be eligible, members must have been **(T-0)**:

A11.7.2.1. Attached to or regularly serving for 1 or more days with an organization participating in ground or shore operations;

A11.7.2.2. Attached to or regularly serving for 1 or more days aboard a naval vessel directly supporting military operations;

A11.7.2.3. Actually participating as a crew member in 1 or more aerial flights directly supporting military operations in the areas designated above; or

A11.7.2.4. Serving on temporary duty for 30 consecutive days or 60 non-consecutive days during this period. That time limitation may be waived for people participating in actual combat operations.

A11.7.3. AF/A1 approves exception to policy requests for the Kuwait Liberation Medal (Kuwait), except for the eligibility period and geographic boundaries for the award.

**A11.8. Prior Statutory Authority.** The statutes below authorize members to accept awards proffered by friendly foreign governments in recognition of service performed during certain periods; however, the awards must have been presented and accepted by the intended recipient before the expiration date of the applicable law.

A11.8.1. World War II: 7 December 1941 through 24 July 1948, authorized by PL 80-314.

A11.8.2. Berlin Airlift: 26 June 1948 through 20 September 1951, authorized by PL 81-503.

A11.8.3. Korean War: 27 June 1950 through 27 July 1955, authorized by PL 83-354.

A11.8.4. Vietnam Era: 1 March 1961 through 18 March 1974, authorized by PL 89-257.

**A11.9. Foreign Service Awards Authorized Prior to 1970.** The awards listed below were authorized for acceptance by DoD.

A11.9.1. **Philippine Defense Medal.** The medal was awarded for combat service in the defense of the Philippines from 8 December 1941 to 15 June 1942, if the service member was: a member of the Bataan or Manila Bay Forces or of a unit, ship, or airplane under enemy attack; or assigned or stationed in the Philippine territories or waters for at least 30 calendar days during the eligibility period. A bronze service star is worn if a person meets both above listed conditions.

A11.9.2. **Philippine Liberation Medal.**

A11.9.2.1. The medal is awarded to members who participated in the Philippines' liberation from 17 October 1944 to 3 September 1945, if personnel:

A11.9.2.1.1. 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.

A11.9.2.1.2. 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.

A11.9.2.1.3. 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.

A11.9.2.2. Authorized Device. A bronze service star is worn on the ribbon for each additional condition as listed above. Refer to **Attachment 16** for additional device guidance.

A11.9.3. **Philippine Independence Medal.** The medal was awarded to personnel who are recipients of both the Philippine Defense Medal and the Philippine Liberation Medal.

A11.9.4. **United Nations Service Medal (Korea).** The medal was established by UN General Assembly Resolution 483(V), 12 December 1950. Presidential acceptance for the U.S. Armed Forces was announced by DoD on 27 November 1951. The medal was awarded to members of the U.S. Armed Forces who participated in the UN 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 during the eligibility period.

A11.9.5. **Republic of Vietnam Campaign Medal.** The SECDEF approved acceptance and wear of the medal on 7 February 1966. The Republic of Vietnam Campaign Medal was awarded to members of the U.S. Armed Forces who between 1 March 1961 and 28 March 1973 who:

A11.9.5.1. Served for 6 months in South Vietnam during the above dates, or

A11.9.5.2. Served outside the geographical limits of South Vietnam and contributed combat support to the Republic of Vietnam Armed Forces for an aggregate of six months. Only members of the U.S. Armed Forces who meet the criteria established for the Armed Forces Expeditionary Medal (Vietnam) or the Vietnam Service Medal during the period of service required are considered to have contributed direct combat support to the Republic of Vietnam Armed Forces, or

A11.9.5.3. Did not complete the length of service required as listed above, but who, during wartime were either:

A11.9.5.3.1. Wounded by the enemy in a military action, or

A11.9.5.3.2. Captured by the enemy during action or in the line of duty, but later rescued or released, or

A11.9.5.3.3. Killed in action or in the line of duty.

A11.9.5.4. 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.

A11.9.6. **Korean War Service Medal.** The SECDEF approved the acceptance and wear of the Korean War Service Medal on 20 August 1999, to recognize the sacrifices of U.S. veterans of the Korean War. To receive this medal, members 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. Members who served in Japan, Guam, Okinawa, Philippines, or other countries in the region are not eligible for the medal.

**A11.10. Foreign Unit Awards.** The following foreign unit awards were authorized for acceptance by DoD, as indicated below.

A11.10.1. **Philippine Republic Presidential Unit Citation.** The Philippine Republic Presidential Unit Citation was awarded to certain units of the U.S. Armed Forces 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 U.S. military units for outstanding service to the Republic of the Philippines in 1970 and 1972 during disaster relief operations. Only one Philippine Republic Presidential Unit Citation is worn regardless of the number of awards received. **(T-0)**

A11.10.2. **Vietnam Presidential Unit Citation.** The Vietnam Presidential Unit Citation was awarded to all personnel assigned to the Military Assistance Advisory Group, Indo-China, during August and September 1954.

A11.10.3. **Republic of Korea Presidential Unit Citation.** The Republic of Korea Presidential Unit Citation was awarded to certain units of the UN Command for service in Korea from 27 June 1950 to 27 July 1953; and certain units of U.S. Armed Forces that participated in disaster relief operations in Korea in 1972. Service members assigned to a qualifying unit during the above periods are authorized permanent wear of the Republic of Korea Presidential Unit Citation. Refer to **paragraph 6.4.4** for temporary wear guidance.

A11.10.4. **Republic of Vietnam Gallantry Cross Unit Citation with Palm.** The Republic of Vietnam Gallantry Cross Unit Citation with Palm was awarded by the Republic of Vietnam to certain units of the U.S. Armed Forces for valorous combat achievement during the Vietnam Conflict, inclusive from 1 March 1961 to 28 March 1973. (T-0)

A11.10.4.1. As cited in Department of the Army General Order 8, 19 March 1974, the Vietnamese Government issued the Republic of Vietnam Gallantry Cross with Palm Unit Citation to all units subordinate to Headquarters, United States Military Assistance Command during the period 8 February 1962 to 28 March 1973. **(T-0)** This permits Air Force members who served in Vietnam to wear the Republic of Vietnam Gallantry Cross with Palm Unit Citation.

A11.10.4.2. Only one Republic of Vietnam Gallantry Cross Unit Citation with Palm is worn regardless of the number of awards received. **(T-0)**

A11.10.5. **Republic of Vietnam Civil Actions Unit Citation.** The unit citation was awarded by the Vietnamese government to units in recognition of meritorious civil action service. **(T-0)**

## Attachment 12

## PREPARING AND PROCESSING AWARDS FOR VALOR

**A12.1. General Information.** Refer to DAFI 36-2803 for information on decorations and awards arising from combat conditions, international terrorists and foreign terrorist organizations, and international incidents.

A12.1.1. Members who perform an act(s) of valor will be accorded appropriate recognition based solely on the merits of the actions. **(T-0)** Grade will not be a factor in determining the type or level of valor recognition, nor are quotas established limiting the number of valor decorations that may be recommended or approved. **(T-0)** Nominations for valor decorations are endorsed by the deployed wing or delta commander and processed within 20 days of receipt at each echelon in the review process. As long as the submission meets the timeliness requirements, proper and substantiated award recommendations may not be disapproved (or foregone) on the basis that they did not comply with the time goals.

A12.1.2. Refer to **paragraph 2.17.5** for members of the other Military Departments' eligibility and **Attachment 8** for foreign military members' eligibility.

A12.1.3. Refer to **Chapter 3** for units of the other Military Departments and foreign units' eligibility.

**A12.2. Preparing a Recommendation.** Recommendations for valor decorations should be submitted on an DAF Form 3994, *Recommendation for Decoration Deployment/Contingency Operations*, with the following documents. Do not include classified, highly sensitive, or special category information requiring special handling procedures in nomination packet. If classified supporting documents are necessary, arrangements should be made with the approving unit to receive the documents.

A12.2.1. **Narrative Justification.** The narrative justification is a detailed description of the act(s) performed. Declassify classified information prior to preparing the justification. The following helpful tips are provided to assist with writing the justification.

A12.2.1.1. Avoid generalities and excessive use of superlatives. Present an objective justification that gives specific examples of the valorous act and the manner in which it was accomplished, together with the results and benefits derived.

A12.2.1.2. Be clear, be concise, and be specific.

A12.2.1.3. Avoid jargon and overuse of acronyms.

A12.2.1.4. The narrative justification should be tailored to the criteria of the specific award and contain a description of the following elements:

A12.2.1.4.1. The terrain and weather of the area in which the action took place.

A12.2.1.4.2. The enemy conditions, to include morale, proximity, firepower, casualties, and situation prior to, during, and after the act.

A12.2.1.4.3. The effect of the act on the enemy.

A12.2.1.4.4. The action of comrades in the immediate vicinity of the act and the degree of their participation in the act.

A12.2.1.4.5. If the act occurred in aerial flight, the type and position of the aircraft and the position of the nominee's crewmembers.

A12.2.1.4.6. The degree to which the act was voluntary.

A12.2.1.4.7. The degree to which the act was outstanding and exceeded what was normally expected of the individual.

A12.2.1.4.8. All unusual circumstances.

A12.2.1.4.9. Overall effects or results of the act.

A12.2.2. **Supporting Documents.** Refer to **Table A12.1**. All documents must be clearly legible and visible. Supporting documents that were originally in color should be provided in color, not as black and white photocopies. Declassified documents will be appropriately labeled. **(T-1)** Transcribe documents that are difficult to read and include the transcription in the recommendation along with the original document.

A12.2.2.1. Supporting documents show the nominee met the criteria and provide proof beyond a reasonable doubt that the member performed the valorous act(s) that led to the recommendation.

A12.2.2.2. Determinations regarding valor decorations are based on verifiable facts. Therefore, other forms of information such as letters, books, newspaper and magazine articles, and personal diaries are not considered, as they are not official documents. However, they may be included to provide additional context.

A12.2.3. **Proposed Citation.** The citation is a condensed version of the narrative justification. Refer to **Attachment 5** for preparing citations and Attachments **8** and **9** for administrative instructions. Also refer to **Table A12.2** for standard opening, body, and closing sentences.

**Table A12.1. List of Supporting Documents.**

**1. Required Documents**

a. DAF Form 3994 (**Figure A12.1** and **Table A12.4**)

b. Chain of command endorsements

c. Detailed narrative justification

d. Proposed citation (**Table A12.2**)

e. Mission logs (*for DFC and AM recommendations)*

f. Timeline (**Figure A12.2**)

g. Sworn statement(s) or an AF Form 1168, *Statement of Suspect/Witness/Complainant*, from eyewitnesses detailing the nominee's valorous act(s) (**Figures A12.3** and **A12.4**)

h. Copies of the certificate and citation awarded to other members in the same combat action for which the nominee is being recognized.

i. Copies of any investigations related to the combat engagement during which the valorous actions were performed, for instance an after-action report or Commander-Directed Investigation.

**2. Optional Documents.** To strengthen the nomination, the following documents may be included in an award nomination package. These documents are required for MOH and AFC

a. Short biography on the nominee (include home of record)

b. Summary and Eyewitness Matrix (**Figure A12.5**)

c. Mission logs *(if applicable)*

d. Story board (**Figure A12.6**)

e. Other evidence that provides necessary context or supports the veracity of the recommendation *(e.g., sketches, maps, diagrams, photographs, video, etc.)*

f. List of all acronyms used in the recommendation (**Figure A12.7**)

g. Be saved electronically onto appropriate medium (e.g., CD) for routing to HAF along with the three copies of the recommendation. Classified portions are only provided in paper copy with the appropriate classification marking.

**Figure A12.1. Sample DAF Form 3994.**

**RECOMMENDATION FOR DECORATION DEPLOYMENT/CONTINGENCY OPERATIONS**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C., Section 8013, SECAF: AFI 36-2406, Officer and Enlisted Evaluation Systems; Executive Order 9397 (SSN), as amended.
**PURPOSE:** To provide performance-based decorations while in deployed operations
**ROUTINE USES:** Disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. Section 552a(b) and may be specifically disclosed to other federal agencies. Blanket Routine Uses apply.
**DISCLOSURE:** Voluntary; however, nondisclosure may result in missing and/or inaccurate documents in the individual's master personnel records.

| FROM: *(Deployed Unit)* | | TO: *(Awarding authority)* | |
|---|---|---|---|
| 21th AEW | | AFCENT | |
| NAME *(Last, First, Middle Initial)* | RANK/GRADE | SSAN | DEPLOYED UNIT AT TIME OF ACTION |
| DOE, JOHN N. | SSgt | 6789 | 110th STS |
| RECOMMENDATION FOR: | "V" DEVICE? ☐ YES ☐ NO | | PERIOD OF ACHIEVEMENT/SERVICE: |
| ☐ AIR FORCE ACHIEVEMENT MEDAL | OLC: | | |
| ☐ AIR FORCE COMMENDATION MEDAL | Are other persons being recommended for this same action? YES ☒ NO ☐ | | FROM: |
| ☒ OTHER Silver Star | | | TO: |

OCCASION FOR AWARD: ☐ ACHIEVEMENT ☐ SERVICE ☐ COURAGE ☐ HEROISM ☐ POSTHUMOUS

| HOME UNIT FORWARDING ADDRESS | PARENT MAJCOM |
|---|---|
| 121st STS<br>Maxwell AFB, AL 36113 | ACC |

SUMMARY OF ACTION/MERITORIOUS SERVICE *(Use specific bullet examples of act or service):*

Narrative Justification. The narratives should contain a description of the following elements:

- The terrain and weather of the area in which the action took place.
- The enemy conditions, to include morale, proximity, firepower, casualties and situation prior to, during and after the act.
- The effect of the act on the enemy.
- The action of comrades in the immediate vicinity of the act and the degree of their participation in the act.
- If the act occurred in aerial flight, the type and position of the aircraft and the position of the nominee's crewmembers.
- The degree to which the act was voluntary.
- The degree to which the act was outstanding and exceeded what was normally expected of the individual.
- All unusual circumstances.
- Overall effects or results of the act.

Do not include any classified information.

| NAME, RANK, TITLE OF ORIGINATOR | SIGNATURE | DATE |
|---|---|---|
| | | |

**ENDORSEMENTS:**

| | TO | ACTION | SIGNATURE, RANK AND DATE |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |

| MPF ACTION | APPROVAL AUTHORITY: PINNED IN THEATER? ☐ YES ☐ NO | |
|---|---|---|
| UPDATED | ☐ APPROVE | |
| FILED | ☐ DISAPPROVE | |
| | ☐ NO ACTION *(Include in end of tour)* | SIGNATURE BLOCK, SIGNATURE & DATE |

**AF FORM 3994, 19970801, V2**

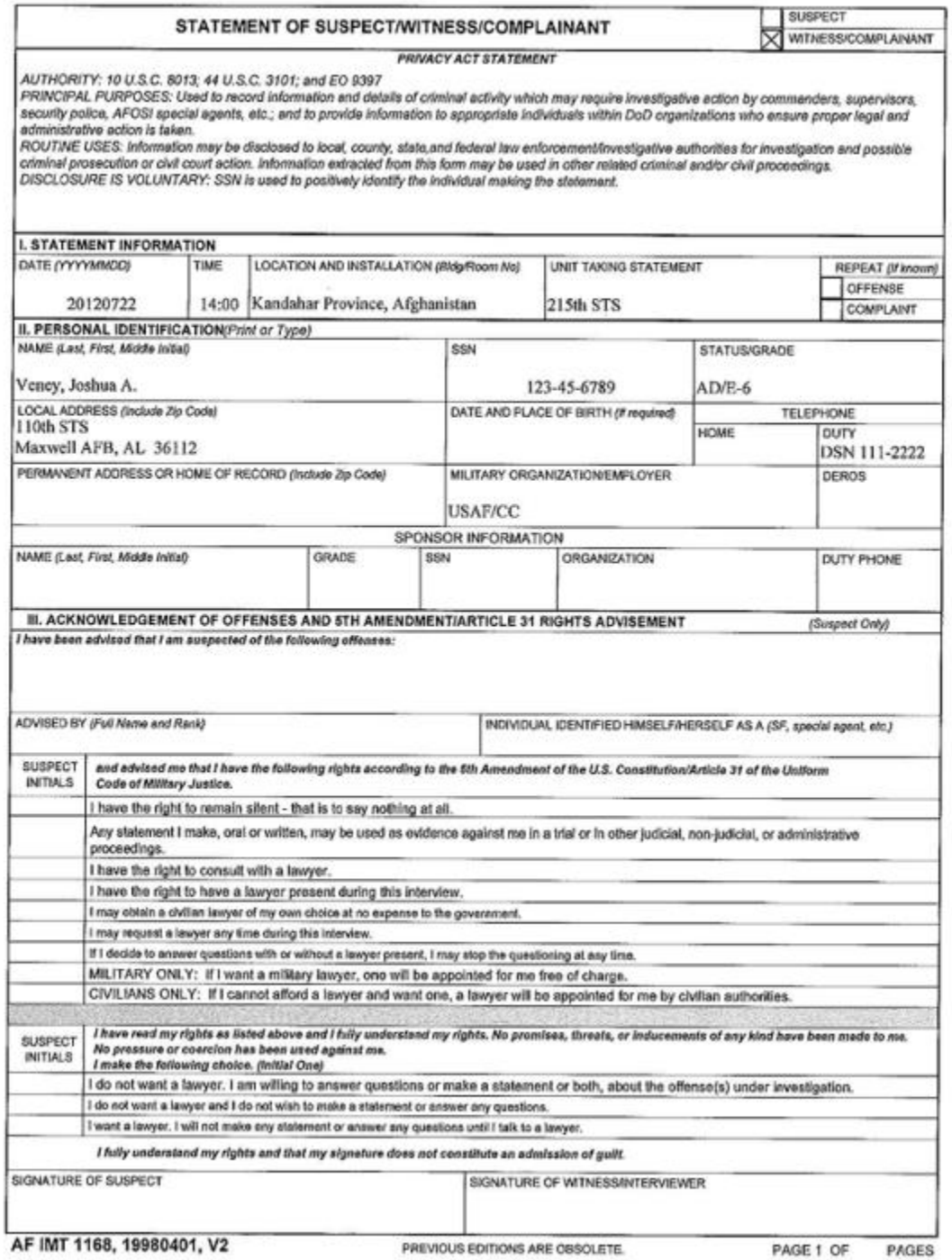
PRIVACY ACT INFORMATION: The information in this form is FOR OFFICIAL USE ONLY. Protect IAW the Privacy Act of 1974.

**Figure A12.2. Sample Timeline.**

# [award] Timeline
## [rank, full name of nominee]

| DATE | ACTION |
|---|---|
| [date] | [date of valorous action] |
| [date] | [date nomination submitted into official channels] |
| [date] | [date endorsement by senior theater commander] |

**Figure A12.3. Sample AF Form 1168 (front).**



STATEMENT OF SUSPECT/WITNESS/COMPLAINANT

☐ SUSPECT ☒ WITNESS/COMPLAINANT

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 8013; 44 U.S.C. 3101; and EO 9397
PRINCIPAL PURPOSES: Used to record information and details of criminal activity which may require investigative action by commanders, supervisors, security police, AFOSI special agents, etc.; and to provide information to appropriate individuals within DoD organizations who ensure proper legal and administrative action is taken.
ROUTINE USES: Information may be disclosed to local, county, state,and federal law enforcement/investigative authorities for investigation and possible criminal prosecution or civil court action. Information extracted from this form may be used in other related criminal and/or civil proceedings.
DISCLOSURE IS VOLUNTARY: SSN is used to positively identify the individual making the statement.

I. STATEMENT INFORMATION

| DATE (YYYYMMDD) | TIME | LOCATION AND INSTALLATION (Bldg/Room No) | UNIT TAKING STATEMENT | REPEAT (If known) |
|---|---|---|---|---|
| 20120722 | 14:00 | Kandahar Province, Afghanistan | 215th STS | ☐ OFFENSE ☐ COMPLAINT |

II. PERSONAL IDENTIFICATION (Print or Type)

| NAME (Last, First, Middle Initial) | SSN | STATUS/GRADE | |
|---|---|---|---|
| Vency, Joshua A. | 123-45-6789 | AD/E-6 | |
| LOCAL ADDRESS (Include Zip Code) 110th STS Maxwell AFB, AL 36112 | DATE AND PLACE OF BIRTH (If required) | TELEPHONE HOME | DUTY DSN 111-2222 |
| PERMANENT ADDRESS OR HOME OF RECORD (Include Zip Code) | MILITARY ORGANIZATION/EMPLOYER USAF/CC | | DEROS |

SPONSOR INFORMATION

| NAME (Last, First, Middle Initial) | GRADE | SSN | ORGANIZATION | DUTY PHONE |
|---|---|---|---|---|
| | | | | |

III. ACKNOWLEDGEMENT OF OFFENSES AND 5TH AMENDMENT/ARTICLE 31 RIGHTS ADVISEMENT (Suspect Only)

I have been advised that I am suspected of the following offenses:

| ADVISED BY (Full Name and Rank) | INDIVIDUAL IDENTIFIED HIMSELF/HERSELF AS A (SF, special agent, etc.) |
|---|---|
| | |

| SUSPECT INITIALS | I have been advised by the individual identified above and advised me that I have the following rights according to the 5th Amendment of the U.S. Constitution/Article 31 of the Uniform Code of Military Justice. |
|---|---|
| | I have the right to remain silent - that is to say nothing at all. |
| | Any statement I make, oral or written, may be used as evidence against me in a trial or in other judicial, non-judicial, or administrative proceedings. |
| | I have the right to consult with a lawyer. |
| | I have the right to have a lawyer present during this interview. |
| | I may obtain a civilian lawyer of my own choice at no expense to the government. |
| | I may request a lawyer any time during this interview. |
| | If I decide to answer questions with or without a lawyer present, I may stop the questioning at any time. |
| | MILITARY ONLY: If I want a military lawyer, one will be appointed for me free of charge. |
| | CIVILIANS ONLY: If I cannot afford a lawyer and want one, a lawyer will be appointed for me by civilian authorities. |

| SUSPECT INITIALS | I have read my rights as listed above and I fully understand my rights. No promises, threats, or inducements of any kind have been made to me. No pressure or coercion has been used against me. I make the following choice. (Initial One) |
|---|---|
| | I do not want a lawyer. I am willing to answer questions or make a statement or both, about the offense(s) under investigation. |
| | I do not want a lawyer and I do not wish to make a statement or answer any questions. |
| | I want a lawyer. I will not make any statement or answer any questions until I talk to a lawyer. |

I fully understand my rights and that my signature does not constitute an admission of guilt.

| SIGNATURE OF SUSPECT | SIGNATURE OF WITNESS/INTERVIEWER |
|---|---|
| | |

AF IMT 1168, 19980401, V2 PREVIOUS EDITIONS ARE OBSOLETE. PAGE 1 OF PAGES

**Figure A12.4. Sample AF Form 1168 (back).**

**IV. STATEMENT**

_____ On [date], at [time], I witnessed [rank and full name of nominee], assigned to...[continue written statement with the additional required information (below)]

ADDITIONAL REQUIRED INFORMATION
Full name of nominee (subject):
Rank of nominee at the time of action:
Person(s) who assisted:
Location of action:
Date of action:
Terrain:
Weather:
Enemy condition:
Friendly condition:

**V. OATH/SIGNATURE**

*"I hereby voluntarily and of my own free will make this statement without having been subjected to any coercion, unlawful influence, or unlawful inducement. I swear (or affirm) I have read this statement, initialed all pages and corrections, and it is true and correct to the best of my knowledge."*

| SIGNATURE OF PERSON MAKING STATEMENT | SIGNATURE OF WITNESS/INTERVIEWER |
|---|---|
| | |

*Subscribed and sworn to before me, a person authorized by law to administer oaths, this _____ day of _____, _____ (year).*

SIGNATURE OF PERSON ADMINISTERING OATH

**VI. INSTRUCTIONS FOR CONTINUATION PAGE(S)**

*Use plain bond paper (both sides optional). At the top right of each page, print or type "(Last name of individual making the Statement) on (Date)." At the bottom of each page, print or type: "Page ____ of ____Pages." The individual must initial the top and bottom entries and sign his/her name at the bottom of each page.*

**AF IMT 1168, 19980401, V2** ***(REVERSE)*** PAGE 2 OF PAGES

**Figure A12.5. Summary and Eyewitness Matrix.**

**MOH Recommendation for:**

**Date of Valorous Actions:** **Conflict/War:**

***Synopsis of Event:***

(Provides an unvarnished explanation of the event) example: On the morning of DD MMM YYYY, combat outpost _____ was attacked ... [grade] [last name] immediately responded by ... After being wounded, [grade] [last name] ... [grade] [last name] then exposed himself to enemy fire to rescue ... [grade] [last name] then exposed himself to enemy fire to direct CCA assets. [grade] [last name]'s actions resulted in ...

NOTE: XX service members were killed in action during this engagement.

***Issues:*** *(Identify any discrepancies with the MOH nomination)*

1. e.g., Witness statement provided by _____ indicates that he did not actually witness the event
2. The source of the after action report provided to help justify the nomination could not be verified
3. The witness statement provided by _____ was not signed

| **Witness:** *(list witnesses below, list the valorous actions, and identify which actions they witnessed)* | **Valorous Action:** Ex: [grade and last name of nominee] move amongst his team under enemy fire without regard for his own safety | **Valorous Action:** Ex: [grade and last name of nominee] charged forward and engaged the enemy with lethal fire, killing two enemy | **Valorous Action:** Ex: [grade and last name of nominee] single handedly engaged the enemy PKM from close range | **Valorous Action:** Ex: [grade and last name of nominee] retrieved wounded troops while under enemy fire |
|---|---|---|---|---|
| [Last, First MI, Grade, Military Service, Date of statement] | YES | YES | PARTIALLY states, "... I didn't see [grade and last name of nominee], but I heard him talking on the radio." | **NO** |
| [Last, First MI, Grade, Military Service, Date of statement] | YES | NO | YES | NO |
| [Last, First MI, Grade, Military Service, Date of statement] | YES | YES - states, "... the rest of the team took cover; [grade and last name of the nominee] ran north to engage the enemy | YES | NO |
| | | | | |

**Figure A12.6. Sample Story Board.**

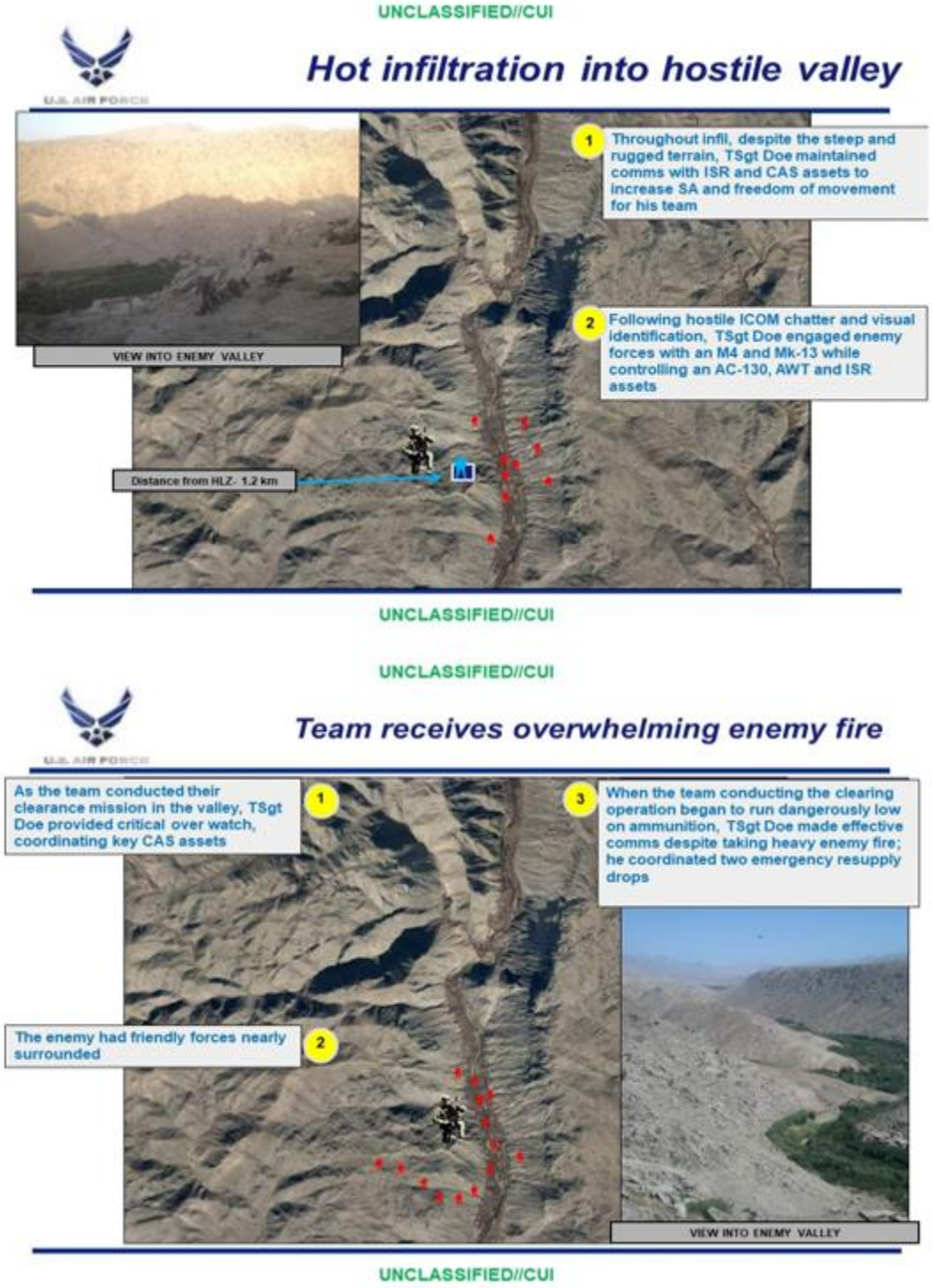


**Figure A12.7. Sample List of Acronyms.**

**Acronym List**

| Acronym | Meaning |
|---|---|
| 1Lt | First Lieutenant |
| 9mm | Handgun that fires 9mm caliber rounds |
| AAF | Anti Afghan Forces |
| ABN | Airborne |
| AC | Afghan Civilian |
| AC-130 or AC130 | Lockheed AC-130 gunship |
| ACM | Anti-Coalition Militant |
| AFB | Air Force Base |
| AFG | Afghanistan |
| AG | Assistant Gunner |
| AH-64 | Attack Helicopter |
| AHLTA | Armed Forces Health Longitudinal Technology Application |
| AK | Avtomat Kalashnikova (as in AK-47) |
| AK-47 | Abb. For AK-47 7.62x39mm rifle |
| Ammo | Ammunition |
| AMR | Air Mission Request |
| ANA | Afghan National Army |
| AOB | Advanced Operations Base |
| ASO | Air Surveillance Officer |
| ASP | Ammunition Supply Point |
| AUP | Afghan Uniform Police |
| AWT | Air Weapons Team |
| BDA | Battle Damage Assessment |
| BFC | Battle Field Circulation |
| BLDG | Building |
| Bound (Fwd/Back) | Tactical movement in conjunction with covering fire |
| C-17 | Boeing C-17 is a large military transport aircraft |
| C2 | Command and Control |
| CAS | Close Air Support |
| CASEVAC | Casualty Evacuation |
| CAT | Combat Application Tourniquet |
| CBT | Combat |
| CCA | Close Combat Attack (Attack Helicopter) |
| CCP | Casualty Collection Point |
| CF | Coalition Forces |
| C-IED | Counter - Improvised Explosive Device |
| CJTF | Combined Joint Task Force |
| Claymore | M18A1 claymore mine |
| COIN | Counter Insurgency |
| COMM | Commercial Number |
| COMs | Communications |
| CONOPS | Concept of Operations |
| COP | Combat Outpost |
| ETAC | Enlisted Tactical Air Controller |
| FMV | Full Motion Video |
| HLZ | Helicopter Landing Zone |
| Infil | Infiltration |

**Table A12.2. Valor Citations– Opening, Body and Closing Sentences.**

| DECORATION | CITATION |
|---|---|
| **Medal of Honor** | The President of the United States of America, authorized by Act of Congress, March 3, 1863, has awarded, in the name of Congress, the Medal of Honor (*add word "posthumously" for posthumous awards*) to<br><br>**STAFF SERGEANT JOHN A. DOE**<br>**UNITED STATES AIR FORCE**<br><br>For conspicuous gallantry and intrepidity at the risk of life above and beyond the call of duty:<br><br>Staff Sergeant John A. Doe distinguished himself by extraordinary heroism on (*date*), (*at* or *near*) *(location*), (*country*), while (*assigned* or *attached*) as a (*duty assignment*) to (*unit of assignment/attachment*). On that date, (*narrative description*). By his selflessness, heroic action, and profound concern for his fellow men at risk of his life, (*grade*) (*last name*) reflected great credit upon himself and upheld the highest traditions of the United States Air Force. |
| **Air Force Cross** | CITATION TO ACCOMPANY THE AWARD OF<br><br>THE AIR FORCE CROSS<br><br>TO<br><br>**JOHN A. DOE**<br><br>The President of the United States of America, authorized by Title 10 United States Code Section 9272, awards the Air Force Cross to Staff Sergeant John A. Doe for extraordinary heroism in military operations against an (or armed enemy of the United States or an opposing armed force) as (*duty assignment*) at (or near) *(location*), (*country*), on (*date*). On that date, (*narrative description*). Through his extraordinary heroism, superb airmanship, and aggressiveness in the face of the enemy, (*grade*) (*last name*) reflected the highest credit upon himself and the United States Air Force. |
| **Silver Star** | CITATION TO ACCOMPANY THE AWARD OF<br><br>THE SILVER STAR MEDAL<br><br>TO<br><br>**JOHN A. DOE**<br><br>Staff Sergeant John A. Doe distinguished himself by gallantry in action (*while engaged in an action against an enemy of the United States* or *while engaged in military operations involving conflict with an opposing foreign force* or *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*), (*at* or *near*) *(location*), on (*date*). On that date, (*narrative description*). By his gallantry and devotion to duty, (*grade*) (*last name*) reflected great credit upon himself and the United States Air Force. |

| | |
|---|---|
| **Distinguished Flying Cross with Valor** | CITATION TO ACCOMPANY THE AWARD OF<br><br>DISTINGUISHED FLYING CROSS<br>(WITH VALOR)<br><br>TO<br><br>**JOHN A. DOE**<br><br>Staff Sergeant John A. Doe distinguished himself by heroism in aerial flight (*while engaged in military operations against an enemy of the United States* or *while engaged in military operations involving conflict against an opposing foreign force* or *while serving with friendly foreign forces engaged in military operations with an opposing armed force in which the United States is not a belligerent party*) as (*duty assignment*) (*at* or *near*) *(location*), on (*date*). On that date, (*narrative description*). The outstanding heroism and selfless devotion to duty displayed by (*grade*) (*last name*) reflected great credit upon himself and the United States Air Force. |
| **Bronze Star Medal with Valor** | CITATION TO ACCOMPANY THE AWARD OF<br><br>BRONZE STAR MEDAL<br>(WITH VALOR)<br><br>TO<br><br>**JOHN A. DOE**<br><br>Staff John A. Doe distinguished himself by heroism (*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*) *(location*), on (*date*). On that date, (*narrative description*). By his heroic actions and unselfish dedication to duty (*grade*) (*last name*) reflected great credit upon himself and the United States Space Force. |
| **Air Medal with Valor** | CITATION TO ACCOMPANY THE AWARD OF<br><br>AIR MEDAL<br>(WITH VALOR)<br><br>TO<br><br>**JOHN A. DOE**<br><br>Staff Sergeant John A. Doe distinguished himself by heroism in aerial flight (*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 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*) as (*duty assignment*) (*at* or *near*) *(location*), on (*date*). On that date, (*narrative description*). The professional ability and outstanding aerial accomplishments of (*grade*) (*last name*) reflected great credit upon himself and the United States Air Force. |

| | |
|---|---|
| **Air and Space Commendation Medal with Valor** | CITATION TO ACCOMPANY THE AWARD OF<br><br>AIR AND SPACE COMMENDATION MEDAL<br>(WITH VALOR)<br><br>TO<br><br>**JOHN A. DOE**<br><br>Specialist 4 Sergeant John A. Doe distinguished himself by an act of heroism (*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 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*) (*at* or *near*) *(location*), on (*date*). On that date, (*narrative description*). By his prompt action and deep regard for his fellowman, (*grade*) (*last name*) reflected great credit upon himself and the United States Space Force. |

A12.2.4. **Submitting a Recommendation.** It is DoD and DAF's policy that recommendations for valor decorations are initiated within 90 days of the act justifying the award and the recommendation is processed within 20 working days of receipt at each command in the review process. Timely initiation helps ensure eyewitness statements and other evidence justifying the personal military decoration is collected as close to the date of the combat action as possible. Recommendations for the MOH and AFC are forwarded to SecAF within 11 months of initiation to meet the 12-month requirement to SECDEF.

A12.2.4.1. Recommendations will be expeditiously processed. **(T-1)** Each command in the review process will ensure the nomination is acted upon within 20 working days of receipt. **(T-1)**

A12.2.4.2. Advance notification is mandatory for all recommendations for a valor decoration.

A12.2.4.2.1. The first colonel/O-6 commander in the chain of command sends advanced notice to the Air Force or Space Force Component Commander or Commander of Air Force Forces A1 to the U.S. Combatant Command concerned, of the intent to nominate or endorse a valor decoration. At such point, the A1 provides guidance as needed.

A12.2.4.2.2. For MOH recommendations, the first colonel/O-6 commander in the chain of command sends advanced notice to the Air Force or Space Force Component Commander or Commander of Air Force Forces A1 and AFPC/DP3SP (**afpc.dp3sp.workflow@us.af.mil**). Ensure notification is properly marked "CUI". AFPC/DP3SP provides guidance on completing the nomination package. In cases of valorous actions by members of the other Military Departments, AFPC/DP3SP notifies the headquarters of the Military Department concerned of the MOH nomination and compiles a list of all awards given (by Military Department) for the combat action. The list is included in the MOH nomination package.

A12.2.4.3. Premature disclosure of information to the public or to the individual being recommended for a valor decoration is prohibited. Accordingly, the recommendation

should be marked and handled as Controlled Unclassified Information until the award is officially announced or presented.

A12.2.4.4. MOH recommendations are endorsed by the U.S. Combatant Commander or unified or joint commander concerned.

A12.2.4.5. MOH recommendations are deliberative, pre-decisional and are exempt from release to the public.

A12.2.4.6. The recommending official submits the nomination packet through the member's deployed chain of command to the Air Force or Space Force Component Commander or Commander of Air Force Forces A1 to the U.S. Combatant Command concerned. Recommendations are considered in official channels when the recommending official signs the DAF Form 3994 and a higher official in the nominee's chain of command endorses the nomination. Recommendations should be processed in accordance with **Table A12.3**.

A12.2.4.7. Preparing an DAF Form 3994. Refer to **Table A12.4**.

**Table A12.3. Steps for Submitting Valor Decorations.**

| STEP | ACTION OWNER | ACTION DESCRIPTION |
|---|---|---|
| **1.** | Nominator | Prepare an award nomination. The DAF Form 3994 is used to initiate, process, and approve a valor decoration. When a recommendation contains classified information, the classified information is not entered on the DAF Form 3994. |
| **2.** | Nominator | Submit the DAF Form 3994 to the member's deployed unit (awards manager, immediate supervisor, or commander). |
| **3.** | Awards Manager | Obtain required documents. Recommendations must be appropriately justified and sufficiently detailed. Refer to **paragraph A12.2.1**. |
| **4.** | Awards Manager | Obtain supporting documents (if applicable). Refer to **paragraph A12.2.1**. |
| **5.** | Awards Manager | In cases where decorations are recommended or presented to other members in the same combat action for which the nominee is be recognized, obtain and include copies of the citation in the recommendation package. |
| **6.** | Awards Manager | Submit recommendation to the commander. |
| **7.** | Immediate Commander | Review the recommendation and endorse the DAF Form 3994. |
| **8.** | Commanders in the Chain of Command | 1. Each commander in the chain of command reviews the recommendation to ensure the act(s) merit special recognition and endorse the DAF Form 3994.<br>2. The first colonel/O-6 commander in the nominee's deployed chain of command notifies the Air Force or Space Force Component Commander or Commander of Air Force Forces A1 to the U.S. Combatant Command concerned, of their intent to nominate a valor decoration.<br>3. The A1 provides the nominating commander guidance or assistance as needed. |

| | | |
|---|---|---|
| **9.** | Awards Manager | Submit recommendation in hardcopy or electronically to the Air Force or Space Force Component Commander or Commander of Air Force Forces A1. |
| **10.** | A1/S1 | 1. Review the recommendation for compliance with existing policies and submit to the Air Force or Space Force Component Commander or Commander of Air Force Forces.<br>2. Expedites processing, ensuring the recommendation is processed within 20 days of receipt at the command.<br>3. For MOH, AFC, and SS nominations, the A1 notifies the Secretary of the Air Force Decorations Board and AFPC/DP3SP (afpc.dp3sp.workflow@us.af.mil) of the commander's intent to recommend the decoration. |
| **11.** | Air Force or Space Force Component Commander or Commander of Air Force Forces | Review the recommendation to determine whether the criteria has been met and take appropriate action based on award authority. |
| **12.** | Approval Authority (*except MOH and valor decorations requiring HAF approval*) (see **Section 2D**) | 1. If authority delegated by SecAF, approval authority annotates final decision on the DAF Form 3994. Then go to step 13.<br>2. For MOH and valor decorations requiring HAF approval, skip to step 16. |
| ***13.** | Awards Manager | 1. Prepare certificate and citation, and issue special orders.<br>2. Obtain the approval authority's signature on the certificate.<br>3. *Accomplish ONLY if the Air Force or Space Force Component Commander or Commander of Air Force Forces is delegated SS approval authority.* Send a copy of the recommendation package with the final decision to AFPC via afpc.dpsttc.recognitionprocess@us.af.mil. |
| **14.** | A1/S1 | *Accomplish ONLY if the Air Force or Space Force Component Commander or Commander of Air Force Forces is delegated SS approval authority.* Upon approval and prior to public release (shipment of certificates to unit, public affairs announcement, or presentation), the A1 sends approval notification, copy of award certificate and citation, and unit address to:<br><br>- SAF/OS – Executive Officer to SecAF<br>- AF/CC – Executive Officer to CSAF<br>- SF/CSO – Executive Officer to CSO<br>- AF/CCC – Executive Assistant to CMSAF *(enlisted cases only)*<br>- SF/CCC – Executive Assistant to CMSSF *(enlisted cases only)* |
| **15.** | Awards Manager | 1. Notify deployed chain of command of decision and forward copy of certificate, citation, and special order to home station unit to update the member's personnel record. |

| | | |
|---|---|---|
| | | 2. File copy of approval documents, certificate, citation, and special orders. |
| ***16.** | Awards Manager | Prepare an endorsement memorandum for signature by the Component Commander or Commander of Air Force Forces and forward the signed memorandum with the recommendation package to the AFPC via afpc.dpsttc.recognitionprocess@us.af.mil. |
| **17.** | AFPC action | 1. Review recommendation for accuracy and compliance with existing policies and forward to the Secretary of the Air Force Decorations Board. Recommendations are processed within 20 days of receipt. **(T-0)**<br>2. Expedites processing, ensuring the recommendation is processed within 20 days of receipt at the command. **(T-0)** |
| **18.** | Secretary of the Air Force Decorations Board action | Board the recommendation within 20 days of receipt and take the following action:<br>a. If board is final authority, forward approval to AFPC.<br><br>b. If nomination requires SecAF or higher decision, staff the recommendation for decision. |

**Table A12.4. Instructions for Completing the DAF Form 3994. (See note).**

| ITEM | TITLE | REQUIRED ACTION |
|---|---|---|
| **1** | **FROM:** | Enter the nominee's unit name (squadron or above), deployed base, and country mailing address. If classified enter "DATA MASKED" but include servicing personnel support mailing address. |
| **2** | **TO:** (awarding authority) | Enter the name of the Component Commander or Commander of Air Force Forces. |
| **3** | **NAME** (Last, First, Middle Initial) | Enter last name, first name, middle initial, and Jr., Sr., etc. (as listed in MilPDS). The name may be all upper case or a combination of upper and lower case. |
| **4** | **RANK/GRADE** | Enter appropriate grade or grade at the time of the valorous action. If the nominee is from another Military Department or is a foreign national, identify their service/nation along with the grade (Example: Capt-USMC; Capt-Spain). |
| **5** | **SOCIAL SECURITY NUMBER** | Enter the nominee's social security number (if applicable). For military, include the member's social security number suffix (officers). |
| **6** | **DEPLOYED UNIT AT TIME OF ACTION** | Enter the name and location of the deployed unit at the time of action. For classified locations, enter "DATA MASKED or OTHER". |

| | | |
|---|---|---|
| **7** | **RECOMMENDATION FOR:** | Check the "other" block and enter the name of the valor decoration (i.e., MOH, BSM, etc.). |
| **8** | **OCCASION FOR AWARD:** | Check the "HEROISM" block. If the nominee is deceased, also check the "POSTHUMOUS" block. |
| **9** | **"V" DEVICE** | Check "NO" block for MOH, AFC and SS. Check "YES" block for DFC, BSM, AM and ASCOM. |
| **10** | **OAK LEAF CLUSTER:** | Enter appropriate number (i.e., 0 for basic, 1 for 2nd Award, etc.). |
| **11** | **ARE OTHER PERSONS BEING RECOMMENDED FOR THIS SAME ACTION?** | Check appropriate block, "YES" or "NO". If YES, include copies of the other nominations. |
| **12** | **PERIOD OF ACHIEVEMENT/SERVICE:** | Enter the FROM and TO dates of the valorous act. |
| **13** | **HOME UNIT FORWARDING ADDRESS** | Enter complete mailing address of member's home station military personnel flight. For members of the other Military Departments enter appropriate office of personnel headquarters. For foreign nationals, enter U.S. embassy address (military personnel flight, customer service, passport section, have embassy addresses). |
| **14** | **PARENT MAJCOM OR FLDCOM** | Enter nominee's parent MAJCOM or FLDCOM (e.g., if member is assigned to Air Mobility Command, enter "AMC"). For members of the other Military Departments enter appropriate higher headquarters. For foreign nationals, leave blank. |
| **15** | **SUMMARY OF ACTION/MERITORIOUS SERVICE** (Use specific bullet examples of act or service): | a. First, annotate nominee's Service designation (e.g., Air Force, Army, Navy, Marine Corps, Space Force, or Coast Guard). Enter the specific bullets of the act to be recognized.<br>b. Second, enter the operation participated in (e.g., Operation IRAQI FREEDOM, Operation INHERENT RESOLVE, or combination thereof.)<br>c. Third, enter "GROUP SUBMISSION" or "FOREIGN MILITARY", if applicable. Also enter any additional information that you deem necessary in this section.<br>d. Fourth, use this space to further justify the award (and continue on bond paper, as appropriate). For MOH and AFC nominations, and nominations for foreign military, enter "NARRATIVE JUSTIFICATION ATTACHED". |

| | | |
|---|---|---|
| **16** | **NAME, GRADE, TITLE OF ORIGINATOR** | Type or print the information legibly. The person who writes the nomination (usually the member's immediate supervisor) types his/her signature block and signs and dates the form. Include the originator's contact information (DSN number and e-mail address; including home station information) on the DAF Form 3994. Members cannot, under any circumstances, initiate an award on themselves (i.e., sign as the originator). |
| **17** | **SIGNATURE** | Originator's signature. This can be wet-signed or digitally signed with the common access card. |
| ***18** | **DATE** (DD Mmm YYYY format) | Enter the date signed. (This is the date the recommendation began processing). |
| **19** | **ENDORSEMENTS:** (signature block required, to include organizational information) | Type/stamp signature block. This can be wet-signed or digitally signed with the common access card.<br>Endorsing officials annotate their recommendation--approve, downgrade (indicate what award is recommended), or disapprove, in the "ACTION" block. This may not be delegated lower than group level. **(T-1)** |
| **20** | **MILITARY PERSONNEL FLIGHT ACTION** | Leave blank |
| **21** | **APPROVAL AUTHORITY** | Leave blank |
| **Note**: If the nominee is a foreign national, complete this form to the best of your ability. | | |

A12.2.5. **Presentation.** Refer to **paragraph 2.26**.

A12.2.6. **Congressional Notification.** AFPC/DP3SP notifies AFPC/IG and AF/A1PPP of approved MOH, AFC, and SS recommendations.

A12.2.6.1. Upon notification from AFPC/IG of an approved MOH, AFC (or the other Military Departments' Cross), or SS, SAF/LL releases and distributes to the recipient's Congressional delegation (Senate and House) the recipient's grade and name, name of award, and legal residence or domicile. The following factors are considerations before release.

A12.2.6.1.1. When it does not present a compromise to National Security, ongoing military operations, or the overall security of 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 Deputy Chief of Staff for Intelligence, Surveillance, Reconnaissance, and Cyber Effects Operations (AF/A2/6). **(T-0)**

A12.2.6.1.2. When it does not create an undue risk to the privacy and security of the recipients and their families. Where such a risk is possible, the information may be denied.

A12.2.6.1.3. Only after official announcement or presentation of the award. This is to prevent premature disclosure which could minimize the impact of ceremonies.

A12.2.6.1.4. Include in all information provided to Congress: "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."

A12.2.6.1.5. The certificate and citation will not be forwarded to Congress, unless specifically requested by a Member of Congress. **(T-0)** Upon receipt of requests for additional information, coordinate the information with the AF/A2/6, prior to release. In situations of potential risk or compromise to national security, sanitize the information by removing and/or rewording the identifying particulars or the release may be denied.

A12.2.7. **DoD Valor Website.** AFPC/DP3SP provides a list of approved MOH, AFC, and SS to AF/A1PPP for update of the DoD Valor Awards website (valor.defense.gov). The list should contain the name of the approved award, the recipient's name and grade, and the conflict or campaign. Provide the MOH and AFC list within 5 workdays of presentation and the SS list on the first duty day of the month following award presentation. **(T-0)** In addition, AFPC/DP3SP annually reviews, each January, the names of recipients excluded from publication on the DoD Valor Website for reasons of security or classification to determine if the prior justification for exclusion from the website remains relevant.

A12.2.8. **Annual Valor Report.** To monitor the timeliness of valor decorations and ensure recommendations are being acted upon in accordance with **paragraph A12.1**, each approval authority provides an annual report to the Air Force or Space Force Component Commander or Commander of Air Force Forces A1 concerned, for consolidation and forwarding to the Secretary of the Air Force Decorations Board. Provide the report by January 20th following the reporting year (e.g., 1 January to 31 December 2020 report is due by 20 January 2021). The report should provide the number of valor decorations completed in the calendar year, average time between initiation of award and final action (i.e., approve, disapprove), and an explanation for those awards not processed within 12 months of initiation. Refer to **Figure A12.8**.

**Figure A12.8. Annual Data Report.**

**Current Conflict Valor Decoration Timeliness Data for Calendar Year YYYY**

| Valor Decoration | Number of Valor Decorations Completed in CY_____ | Average time between initiation of award recommendation and final action on recommendation (OSD Goal: w/in 12 mos) | Number and specific explanation of those beyond 12 months processing |
|---|---|---|---|
| **Medal of Honor** (see note 1) | | | |
| **Air Force Cross** | | | |
| **Silver Star** | | | |
| **Distinguished Flying Cross with "V" device** (see note 2) | | | |
| **Bronze Star with "V" device** | | | |
| **Air Medal with "V" device** | | | |
| **Air Force Commendation Medal with "V" device** | | | |
| *Notes.*<br>1. The goal is for the Secretary of the Air Force to endorse a Medal of Honor recommendation to the Secretary of Defense within 12 months of initiation of the award recommendation.<br>2. Only include Distinguished Flying Crosses awarded for valor in this report. | | | |

## A12.3. Unit Awards.

A12.3.1. Combat-related unit award recommendations should include the following documents.

A12.3.1.1. Summary of Recommendation.

A12.3.1.1.1. Presidential Unit Citation. The summary of recommendation is completed on bond paper in 12-pitch font and is limited to five single spaced typewritten pages. The following paragraphs should be included in the summary:

A12.3.1.1.1.1. Mission. The mission should be a complete and concise statement, one sentence long and unclassified. Use the heading, "Mission:" and in the present tense tell what the unit is designated to do.

A12.3.1.1.1.2. Concept of Operations. The concept is a 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 vehicles used or aircraft flown; number of flight locations (if applicable); list the exact operations performed, indicate for whom the operations are performed; and the general geographical area of responsibility.

A12.3.1.1.1.3. Execution Narrative. Narratives are factual and demonstrate the scope of the unit's achievements. The narrative can include, but is not limited to: number of hours flown; number of combat missions completed; number of personnel rescued; amount of supplies delivered; amount of enemy materiel, weapons, 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. The narrative 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.

A12.3.1.1.2. Gallant Unit Citation. Complete the summary on bond paper in 12-pitch font with no more than two single spaced typewritten pages. Include the following paragraphs in the summary:

A12.3.1.1.2.1. Mission. The mission should be a complete and concise statement, one sentence long and unclassified. Use the heading, "Mission:" and in the present tense tell what the unit is designated to do.

A12.3.1.1.2.2. Execution Narrative. Narratives are factual and demonstrate the scope of the unit's achievements. The narrative can 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. The narrative 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.

A12.3.1.2. Proposed Citation. Refer to Figures **A12.9** and **A12.10**. Provide unclassified citations only. **(T-1)**

A12.3.1.3. Proposed White House or SecAF Press Release. A proposed press release is required for PUC nominations only (see **Figure A12.11**.). The press release is a double-spaced, portrait-style, 10 to 12-pitch font, unclassified "Proposed Press Release" for use by the White House Communications Agency and/or the Air Force Public Affairs. This should be a condensed version of the unclassified summary using words understandable to the general public. Do not include acronyms or abbreviations.

A12.3.1.4. List of Acronyms. List and define all acronyms used in the nomination package. **Note**: The use of acronyms should be minimized.

A12.3.1.5. Additional Supporting Documents. Significant unit or team recognition earned during the inclusive period of the recommended award may be included in the nomination package. Do not include awards or accomplishments earned by individual members.

**Figure A12.9. Sample Presidential Unit 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 A12.10. Sample Gallant Unit 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 A12.11. Sample White House and 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.

A12.3.2. **Individual Entitlement.** Individual entitlement to the PUC and GUC is restricted to those members who, during the inclusive period of the award, were assigned or attached to the unit and in receipt of hostile fire pay or imminent danger pay.

A12.3.2.1. Commanders of units awarded the PUC or GUC may approve entitlement for personnel not authorized the medal, provided the personnel were assigned, attached, or temporary duty to the unit anytime during the inclusive period of the award and they directly contributed to the unit mission and accomplishments.

A12.3.2.2. The unit commander confirms entitlement to the ribbon (whether attached by verbal or written orders) by issuing a memorandum or an DAF Form 104. The memorandum or DAF Form 104 should contain: member(s) grade, name, and social security number; certification of member(s) entitlement; name of the unit to which the member was assigned, attached, or temporary duty to; the date of attachment or temporary duty; the award authority (i.e., order number, date, and issuing headquarters); name of the approved award; and inclusive period of the approved award. Once signed by the unit commander, a copy is provided to each member and the servicing military personnel flight of each member for inclusion in the member's personnel record.

## Attachment 13

## DOD CAMPAIGN, EXPEDITIONARY AND SERVICE AWARDS CRITERIA

**A13.1. General Information.** Refer to **Chapter 4**.

**A13.2. Prisoner of War Medal.** The POW medal was established by 10 USC § 1128, to recognize qualifying individuals who, while serving in a capacity with the Military Departments, were taken prisoner and held as prisoners of war.

**Figure A13.1. Prisoner of War Medal Illustration.**

A13.2.1. **Eligibility.**

A13.2.1.1. The POW medal 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 medal is issued to members and other personnel serving in any capacity with the Military Departments, who were taken prisoner and held captive while:

A13.2.1.1.1. Engaged in an action against an enemy of the U.S.;

A13.2.1.1.2. Engaged in military operations involving conflict with an opposing foreign force; or

A13.2.1.1.3. Served with friendly forces engaged in an armed conflict against an opposing armed force in which the U.S. was not a belligerent party.

A13.2.1.2. The POW medal may be awarded to any person who, while serving in any capacity with DAF, was held captive under circumstances not covered above, but which SecAF finds were comparable to those circumstances under which persons have generally been held captive by enemy armed forces during periods of armed conflict (i.e., World War II, Korean War or Vietnam Conflict).

A13.2.1.2.1. Award of the POW medal under the comparable conditions provision is the exception and not the rule. SecAF is the approval authority for medal requests submitted under this provision.

A13.2.1.2.2. In cases where personnel from the other Military Departments were held captive in the same location, the Secretaries concerned make a joint determination as to whether the conditions were comparable to those of prisoners of war during periods of armed conflicts.

A13.2.1.3. The period of service qualifying an individual for the medal must have been honorable. **(T-0)** Any person convicted by a U.S. military tribunal of misconduct or a criminal charge or whose discharge is less than honorable based on actions while a POW is ineligible for the medal. Prisoners of war whose conduct as documented by U.S. military records is not in accord with the Code of Conduct contained in EO 10631 are ineligible for the medal. Refer questionable cases through the member's chain of command to AFPC/DP3SP (**afpc.dp3sp.workflow@us.af.mil**), for staffing to SecAF for decision.

A13.2.2. **Missing in Action.**

A13.2.2.1. Personnel officially classified as "Missing in Action" are not eligible for the POW medal. The medal is only issued to the legal PNOK of military personnel or civilians who have received credit for U.S. military service and whose POW status officially has been confirmed and recognized as such by DAF. The PNOK of persons listed as "missing, but for whom there is no evidence of having been a POW" will not be issued the medal. **(T-0)**

A13.2.2.2. The return of remains, in and of itself, does not constitute evidence of confirmed POW status. The PNOK of a POW who dies in captivity may be issued the medal irrespective of the length of the captivity period.

A13.2.3. **Period of Captivity.** There is no minimum time period of captivity for award of the medal. Each case is evaluated on its own merit. A period of captivity terminates on return to U.S. military control. Escapees who do not return to U.S. military control and are recaptured by an enemy do not begin a new period of captivity for subsequent award of the medal.

A13.2.4. **Character of Service.** Any person convicted by a U.S. 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 medal. A POW whose conduct is not in accord with the Code of Conduct and whose actions are documented by U.S. military records are ineligible for the medal. Refer questionable cases through the member's chain of command to AFPC/DP3SP (**afpc.dp3sp.workflow@us.af.mil**), for staffing to SecAF for decision.

A13.2.5. **U.S. Civilian Personnel.** The POW medal is issued only to U.S. civilians who have received credit for U.S. military service, as determined by the Air Force Review Board Agency. The period of creditable military service includes the period of captivity from date of capture through the date of release.

A13.2.6. **Foreign Personnel.** The medal is authorized for award to foreign military and foreign nationals who, while serving in any capacity with DAF, were taken prisoner and held captive.

A13.2.7. **Submitting a Request.**

A13.2.7.1. Requests for the POW medal should be initiated in writing and accompanied by supporting documents. Examples of supporting documents are: separation documents, casualty reports, medical records from repatriation, sworn eyewitness statements or affidavits, photos, identification card or other documents taken or obtained while in captivity; messages, letters, telegrams sent home; unit journals, news clippings, and other evidence in support of the request.

A13.2.7.2. Requests are submitted to Air Force Personnel Center, ATTN: AFPC/DP3SP, 550 C Street, Joint Base San Antonio-Randolph, TX 78150, as follows:

A13.2.7.2.1. Currently serving members may submit a memorandum through their chain of command to the senior DAF commander supporting the U.S. Combatant Command concerned, for endorsement to the AFPC/DP3SP.

A13.2.7.2.2. Veterans and the PNOK of deceased DAF members, refer to **Chapter 5**. Requests may be submitted on an SF 180 or a personal letter to AFPC/DP3SP.

A13.2.7.2.3. U.S. civilians (credited with U.S. military service), foreign military, and foreign nationals may submit a personal letter to AFPC/DP3SP.

A13.2.8. **Approval Authority.** AFPC/DP3SP validates eligibility and renders final decision; or staffs those cases that are questionable to SecAF for decision.

A13.2.9. **Award Category.** Service Medal (individual service award).

A13.2.10. **Subsequent Awards.** A service star is worn to denote subsequent award of the medal.

A13.2.11. **Authorized Device.** Service star. Refer to **Attachment 16** for additional device guidance.

**A13.3. National Defense Service Medal.** The medal was established by EO 10448 on 22 April 1953 (as amended by EO 13293 of 28 March 2003) to recognize honorable active military service during periods of conflict or national crisis, as designated by SECDEF (see **Table A13.1**.).

**Figure A13.2. National Defense Service Medal Illustration.**

A13.3.1. **Eligibility.**

A13.3.1.1. The medal may be awarded to members of the U.S. Armed Forces, to include the U.S. 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 Air Force Academy; and DAF members who have completed Basic Training. The term "Selected Reserve" is defined by 10 USC § 10143.

A13.3.1.2. The medal is not authorized for award to:

A13.3.1.2.1. Discharged or retired members who did not serve during one of the time periods for which the medal is authorized. **(T-0)**

A13.3.1.2.2. Members of the Individual Ready Reserve, Inactive National Guard, or Standby Reserve unless activated under 10 USC §§ 12301, 12302, or 12304. **(T-0)**

A13.3.1.2.3. Reserve Officer Training Corps 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. **(T-0)**

A13.3.1.3. For service during the Korean and Vietnam Wars, the medal is not authorized for award to:

A13.3.1.3.1. Members of the Guard and Reserve Forces on short tours of active duty to fulfill training obligations under the inactive duty training program.

A13.3.1.3.2. Any service member on temporary duty or temporary additional duty for the sole purpose of serving on boards, courts, commissions, or similar organizations.

A13.3.1.3.3. Any service member on active duty for the sole purpose of undergoing a physical examination.

A13.3.1.4. For service during the Gulf War, EO 12776 expanded eligibility for the medal to include any service member in good standing with a Reserve Component and members other than the Selected Reserve who were called to active duty. The medal is not authorized during the Gulf War to:

A13.3.1.4.1. Any service member on active duty for the sole purpose of undergoing a physical examination. **(T-0)**

A13.3.1.4.2. Any member of the Individual Ready Reserve, the Inactive National Guard, or the Standby, or Retired Reserve whose active duty service was for training only, or to serve on boards, courts, commissions, and similar organizations. **(T-0)**

A13.3.2. **Award Category.** Service Medal (individual service award).

A13.3.3. **Subsequent Awards.** A service star is authorized for each qualifying conflict in which the member participated (see **Table A13.1**.).

A13.3.4. **Authorized Device.** Service Star. Refer to **Attachment 16** for additional device guidance.

**Table A13.1. National Defense Service Medal Qualifying Conflicts.**

| CONFLICT | DATES |
|---|---|
| Korean War | 27 June 1950 - 27 July 1954 |
| Vietnam Conflict | 1 January 1961 - 14 August 1974 |
| Gulf War | 2 August 1990 - 30 November 1995 |
| War on Terrorism | 11 September 2001 – 31 December 2022 |

**A13.4. Antarctica Service Medal.** The medal was established by PL 86-600 and is authorized to any person, who, from 1 January 1946 to a date to be announced, was a member of an Antarctic expedition, a member of a permanent Antarctica station or for service in contiguous waters.

**Figure A13.3. Antarctica Service Medal Illustration.**

A13.4.1. **Eligibility.**

A13.4.1.1. The medal is awarded to any person who, during the period of the award meets the area of eligibility time limits identified in paragraphs **A13.4.1.2** through **A13.4.1.5**, and meets any of the following qualifications.

A13.4.1.1.1. Any member, U.S. citizen, or resident alien of the U.S., who as a member of a U.S. expedition, participates in or has participated in scientific, direct support, or exploratory operations in Antarctica.

A13.4.1.1.2. Any member, U.S. citizen, or resident alien of the U.S. who participates in or has participated in a foreign Antarctic expedition in Antarctica in coordination with a U.S. expedition and who is or was under the sponsorship and approval of competent U.S. Government authority.

A13.4.1.1.3. Any member, U.S. citizen, or resident alien of the U.S. who participates in, or has participated in, flights as a member of the crew of an aircraft flying to or from the Antarctic continent in support of operations in Antarctica.

A13.4.1.1.4. Any member, U.S. citizen, or resident alien of the U.S. who serves or has served in a U.S. ship operating south of latitude 60 degrees South in support of U.S. programs in Antarctica.

A13.4.1.2. 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. Individuals assigned to duty at an outlying station on the Antarctic continent may qualify for the award after 15 days (consecutive or nonconsecutive).

A13.4.1.3. 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.

A13.4.1.4. 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.

A13.4.1.5. Effective 1 September 2008, the member must be on competent orders for a minimum of 10 days (consecutive or nonconsecutive) duty at sea or ashore, south of latitude 60 degrees South.

A13.4.1.6. The period of service qualifying the member for the medal must have been honorable. **(T-0)**

A13.4.1.7. Any person, including citizens of foreign nations, not fulfilling the qualifications under paragraphs **A13.4.1.1.1** through **A13.4.1.1.4**, but who participates in or has participated in a U.S. Antarctic expedition in Antarctica at the invitation of a participating U.S. agency, may be awarded the medal. Requests are processed in accordance with **paragraph A13.2.2.2**.

A13.4.2. **Submitting a Request.**

A13.4.2.1. Nominations for personnel meeting the eligibility criteria are submitted to the commander of the military support force in Antarctica for validation. The commander forwards a memorandum verifying eligibility to the servicing military and/or civilian military personnel flights for update of personnel records.

A13.4.2.2. Nominations for personnel not meeting the eligibility criteria are submitted to the commander of the military support force in Antarctica for action.

A13.4.2.2.1. The commander of the military support force in Antarctica has disapproval authority. If the commander determines the individual has performed outstanding and exceptional service and shared the hardships and hazards of the expedition, the commander endorses the request and forward it through the chain of command to AFPC/DP3SP (**afpc.dp3sp.workflow@us.af.mil**), for processing to SecAF.

A13.4.2.2.2. Include in nominations for foreign personnel an embassy concurrence and an OSI background check prior to submitting a request to AFPC/DP3SP. Refer to **paragraph A8.3** for additional guidance on awards to foreign personnel.

A13.4.3. **Award Category.** Service Medal (deployed service award).

A13.4.4. **Subsequent Awards.** Individuals are only presented a medal upon initial award.

A13.4.5. **Authorized Device.** Initial award for wintering over may be awarded with the bronze "Wintered Over" clasp. Refer to **Attachment 16**.

**A13.5. Armed Forces Expeditionary Medal (AFEM).** The medal is awarded to members of the U.S. Armed Forces who, after 1 July 1958, participated in U.S. military operations, U.S. operations in direct support of the UN, or U.S. operations of assistance for friendly foreign nations (see **Table A13.2**.). The Joint Chiefs of Staff designates operations that qualify for the AFEM, specifies the degree of participation required, and defines the area of operations.

**Figure A13.4. Armed Forces Expeditionary Medal Illustration.**

A13.5.1. **Eligibility.**

A13.5.1.1. 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 the support involved entering the area of operations or met one or more of the following criteria:

A13.5.1.1.1. 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;

A13.5.1.1.2. Is wounded or injured and requires medical evacuation from the area of eligibility while participating in the operation, regardless of time;

A13.5.1.1.3. 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.

A13.5.1.1.4. Prior to 1 December 1995, members on aircrew status were only required to fly over or into the area of eligibility for one day during the conflict to qualify for the medal.

A13.5.1.1.5. Under no condition will members receive the AFEM and another campaign medal for the same period of service, unless authorized by DoD. **(T-0)**

A13.5.1.2. 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 member may be issued both medals for service in Vietnam.

A13.5.1.3. Service members who earned the Southwest Asia Service Medal 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. Members who become eligible for both awards during their initial tour in Southwest Asia may elect to receive either the Southwest Asia Service Medal or the AFEM, but may not be issued both medals for a single tour in Southwest Asia. Members who become eligible for both awards during their initial tour in

Southwest Asia and elect to receive the Southwest Asia Service Medal may be awarded the AFEM for participation in Operation SOUTHERN WATCH during a subsequent tour in Southwest Asia under the Under Secretary of Defense for Personnel Readiness Memorandum dated 7 February 1996.

A13.5.1.4. 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 member may be issued both medals for service in Vietnam.

A13.5.1.5. After 1 July 1958, the Joint Chiefs of Staff designates U.S. military operations that qualify for the AFEM, and specifies the degree of participation in designated operations warranting award of the medal.

A13.5.1.6. 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 (GWOTEM) between 11 September 2001 to 18 March 2003 can elect to receive either the AFEM or GWOTEM, but they may not be awarded both for the same period.

A13.5.2. **Award Category.** Expeditionary medal.

A13.5.3. **Subsequent Awards.** A service star is authorized for each qualifying operation in which the member participated (see **Table A13.2**.).

A13.5.4. **Authorized Devices.** Service Star and Arrowhead device. Refer to **Attachment 16** for additional device guidance.

**Table A13.2. AFEM Qualifying Operations.**

| OPERATION | 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 | Also eligible for the Korea Defense Service Medal as an exception to DoD policy. |
| Thailand | 29 March 1973 – 15 August 1973 | In support of Cambodia Support Operations. |
| Cambodia | 29 March 1973 – 15 August 1973 | In support of Vietnam Support Operations. |
| Cambodia | 11 April 1975 - 13 April 1975 | In support of Operation EAGLE PULL – Evacuation. |
| Vietnam | 29 April 1975 - 30 April 1975 | In support of Operation FREQUENT WIND – Evacuation. Members may exchange the AFEM for the Vietnam Service Medal pursuant to PL 107-314 § 542. |
| Mayaquez | 15 May 1975 | |
| El Salvador | 1 January 1981 – 1 February 1992 | |
| Lebanon | 1 June 1983 – 1 December 1987 | |
| Grenada | 23 October 1983 - 21 November 1983 | In support of Operation URGENT FURY. The qualifying criteria for non-unit direct support personnel in Grenada is 6 consecutive days or 12 non-consecutive days. |
| Libya | 12 April 1986 - 17 April 1986 | In support of Operation ELDORADO CANYON. |
| Persian Gulf | 24 July 1987 - 1 August 1990 | In support of Operation EARNEST WILL. |
| Panama | 20 December 1989 - 31 January 1990 | In support of Operation JUST CAUSE. |
| Somalia | 5 December 1992 - 31 March 1995 | In support of Operation RESTORE HOPE and UNITED SHIELD. |
| Haiti | 16 September 1994 - 31 March 1995 | In support of Operation UPHOLD DEMOCRACY. |
| Bosnia-Herzegovina and Croatia | 20 November 1995 – 19 December 1996 | In support of Operation JOINT ENDEAVOR. Members awarded the Armed Forces Service Medal for service in Bosnia-Herzegovina and Croatia are authorized both the Armed Force Service Medal and Armed Force Expeditionary Medal pursuant to PL 105-85 § 572. |
| Southwest Asia | 1 December 1995 - 15 February 1997 | In support of Operation VIGILENT SENTINEL. |

| | | |
|---|---|---|
| Southwest Asia | 1 December 1995 - 18 March 2003 | In support of Maritime Intercept Operation. |
| Southwest Asia | 1 December 1995 - 18 March 2003 | In support of Operation SOUTHERN WATCH. Members awarded the Armed Forces Service Medal for service in Bosnia-Herzegovina and Croatia are authorized both the Armed Force Service Medal and Armed Force Expeditionary Medal pursuant to PL 105-85 § 572. |
| Bosnia-Herzegovina and Croatia | 20 December 1996 - 20 June 1998 | In support of Operation JOINT GUARD. |
| Southwest Asia | 1 January 1997 - 18 March 2003 | In support of Operation NORTHERN WATCH. |
| Bosnia-Herzegovina and Croatia | 21 June 1998 – 2 December 2004 | In support of Operation JOINT FORGE. |
| Southwest Asia | 11 November 1998 - 22 December 1998 | In support of Operation DESERT FOX. |
| Southwest Asia | 16 December 1998 - 22 December 1998 | In support of Operation DESERT THUNDER. |
| Southwest Asia | 31 December 1998 - 18 March 2003 | In support of Operation DESERT SPRING. |
| Haiti | 29 February 2004 – 15 June 2004 | In support of Operation SECURE TOMORROW. |
| Former Republic of Yugoslavia | 1 January 2014 - to be determined | In support of Operation JOINT GUARDIAN and NATO Headquarters in Sarajevo. The Kosovo Campaign Medal transitioned to the AFEM effective 1 January 2014; hence, start date for award of the AFEM does not coincide with the start date of Operation JOINT GUARDIAN. |

**A13.6. Kosovo Campaign Medal.** The medal was established by EO 13154 on 3 May 2000, to recognize qualifying service members for service in Kosovo during the period of 24 March 1999 to 31 December 2013.

**Figure A13.5. Kosovo Campaign Medal Illustration.**

A13.6.1. **Eligibility.** Members authorized the medal must have participated in or served in direct support of Kosovo operations within the Kosovo Air Campaign or the Kosovo Defense Campaign areas of eligibility. Refer to Tables **A13.3** and **A13.4**.

A13.6.1.1. The medal is awarded to members who, during the period of the award, were permanently assigned, attached, or detailed to a unit that participated in or was engaged in direct support of designated operations for 30 consecutive days or 60 non-consecutive days in the area of eligibility, or who meet one of the following criteria, regardless of time spent in the area of eligibility:

A13.6.1.1.1. Was engaged in actual combat, or duty that is equally hazardous as combat duty, with armed opposition.

A13.6.1.1.2. While participating in a designated operation was killed, or was wounded or injured and medically evacuated from the area of eligibility.

A13.6.1.2. Members participating as regularly assigned aircrew members accrue 1 day of eligibility for each day they fly into, out of, within, or over the area of eligibility in direct support of the military operations.

**Table A13.3. Kosovo Campaign Medal Designated Operations.**

| OPERATION | DATES |
|---|---|
| ALLIED FORCE | 24 March 1999 - 10 June 1999 |
| NOBLE ANVIL | 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 and SHINING HOPE | 4 April 1999 - 10 July 1999 |
| ALLIED HARBOUR | 4 April 1999 - 1 September 1999 |
| Task Force HAWK | 5 April 1999 - 24 June 1999 |
| JOINT GUARDIAN (see note) | 11 June 1999 – 31 December 2013 |
| Task Force FALCON (coincides with Operation JOINT GUARD) | 11 June 1999 – 31 December 2013 |
| **Note**: Effective 1 January 2014, award of the Kosovo Campaign Medal for Operation JOINT GUARD transitioned to the AFEM. | |

A13.6.2. **Award Category.** Campaign medal.

A13.6.3. **Subsequent Awards.** A campaign star is authorized for each designated campaign in which the member participated (see **Table A13.4**.).

**Table A13.4. Kosovo Campaign Medal Designated Campaigns.**

| CAMPAIGN | DATES | AREA OF ELIGIBILITY |
|---|---|---|
| Kosovo Air Campaign | 24 March 1999 - 10 June 1999 | 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 Sea north of 39 degrees North latitude. |
| Kosovo Defense Campaign | 11 June 1999 – 31 December 2013 | 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. |

**A13.7. Afghanistan Campaign Medal.** The medal was established by PL 108-234, dated 28 May 2004, and EO 13363, dated 29 November 2004, to recognize service members who serve or have served in the country of Afghanistan in support of the War on Terrorism operations (see **Table A13.5**.).

**Figure A13.6. Afghanistan Campaign Medal Illustration.**

A13.7.1. The period of eligibility for the medal is 11 September 2001 to 31 August 2021, and the area of eligibility encompasses all land and air space of the country of Afghanistan.

A13.7.2. **Eligibility.**

A13.7.2.1. The medal is awarded to members who, during the period of the award, were permanently assigned, attached, or detailed for 30 consecutive days or 60 non-consecutive days to a unit operating in the area of eligibility or who meet one of the following criteria, regardless of time spent in the area of eligibility:

A13.7.2.1.1. Were engaged in combat during an armed engagement.

A13.7.2.1.2. While participating in an operation or on official duties were killed, or were wounded or injured and medically evacuated from the area of eligibility.

A13.7.2.2. Aircrew members accrue 1 day of eligibility for each day they fly into, out of, within, or over the area of eligibility.

**Table A13.5. Afghanistan Campaign Medal Designated Operations.**

| OPERATION | DATES |
|---|---|
| ENDURING FREEDOM | 11 September 2001 – 31 December 2014 |
| FREEDOM'S SENTINEL | 1 January 2015 – 31 August 2021 |
| ALLIED REFUGE (see **paragraph A13.7.2.6**) | 1 July 2021 – 30 August 2021 |

A13.7.2.3. Members who received the GWOTEM by reasons of service between 11 September 2001 and 30 April 2005, in an area for which the Afghanistan Campaign Medal was subsequently authorized, remain eligible for the GWOTEM or may exchange the GWOTEM for the Afghanistan Campaign Medal.

A13.7.2.4. Under no condition will personnel or units receive the Afghanistan Campaign Medal, Iraq Campaign Medal, AFEM, or GWOTEM for the same action, time, or period of service. **(T-0)**

A13.7.2.5. Members who forward deploy to units within the area of eligibility may be considered for additional campaign awards on a case-by-case basis providing the member meets the minimum award criteria.

A13.7.2.6. For Operation ALLIED REFUGE, the 30 consecutive days or 60 non-consecutive days requirement for those members deployed to the Afghanistan Campaign Medal area of eligibility, is waived, as a one-time exception. In addition, members who qualify for award of the Afghanistan Campaign Medal for Operation ALLIED REFUGE may not be recognized with any other campaign, expeditionary, or service medal for the same operation (e.g., the Humanitarian Service Medal). **(T-0)**

A13.7.3. **Award Category.** Campaign medal.

A13.7.4. **Subsequent Awards.** A campaign star is authorized for each designated campaign phase in which the member participated for 1 or more days (see **Table A13.6**.).

A13.7.5. **Authorized Devices.** Campaign Star and Arrowhead device. Refer to **Attachment 16** for additional device guidance.

**Table A13.6. Afghanistan Campaign Medal 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 - 30 November 2009 |
| Consolidation III | 1 December 2009 – 30 June 2011 |
| Transition I | 1 July 2011 – 31 December 2014 |
| Transition II | 1 January 2015 – 31 August 2021 |

**A13.8. Iraq Campaign Medal.** The medal was established by PL 108-234, dated 28 May 2004, and EO 13363, dated 29 November 2004, to recognize members who serve or have served in the country of Iraq in support of Operations IRAQI FREEDOM or NEW DAWN.

**Figure A13.7. Iraq Campaign Medal Illustration.**

A13.8.1. The period of eligibility for the medal is 9 March 2003 to 31 December 2011, and 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. To coincide with the change of mission for U.S. forces in Iraq, effective 1 September 2010, Operation IRAQI FREEDOM was changed to Operation NEW DAWN.

A13.8.2. **Eligibility.**

A13.8.2.1. The medal is awarded to members who, during the period of the award, were permanently assigned, attached, or detailed for 30 consecutive days or 60 non-consecutive days to a unit operating in the area of eligibility or who meet one of the following criteria, regardless of time spent in the area of eligibility:

A13.8.2.1.1. Were engaged in combat during an armed engagement.

A13.8.2.1.2. While participating in an operation or on official duties were killed, or were wounded or injured and medically evacuated from the area of eligibility.

A13.8.2.2. Aircrew members accrue 1 day of eligibility for each day they fly into, out of, within, or over the area of eligibility.

A13.8.2.3. Members who received the GWOTEM by reasons of service between 19 March 2003 and 30 April 2005, in an area for which the Iraq Campaign Medal was subsequently authorized, remain eligible for the GWOTEM or may exchange the GWOTEM for the Iraq Campaign Medal.

A13.8.2.4. Under no condition will personnel or units receive the Iraq Campaign Medal, the GWOTEM, the Global War on Terrorism Service Medal, the Afghanistan Campaign Medal, or the AFEM for the same action, time, or period of service. **(T-0)**

A13.8.2.5. Members who forward deploy to units within the area of eligibility may be considered for additional campaign awards on a case-by-case basis providing the member meets the minimum award criteria.

A13.8.3. **Award Category.** Campaign medal.

A13.8.4. **Subsequent Awards.** A campaign star is authorized for each designated campaign phase in which the member participated for 1 or more days (see **Table A13.7**.).

A13.8.5. **Authorized Devices.** Campaign Star and Arrowhead device. Refer to **Attachment 16** for additional device guidance.

**Table A13.7. Iraq Campaign Medal Designated Campaign Phases.**

| CAMPAIGN | 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 |

**A13.9. Inherent Resolve Campaign Medal.** The medal was established by EO 13723, to recognize service members for qualifying service on or after 15 June 2014.

**Figure A13.8. Inherent Resolve Campaign Medal Illustration.**

A13.9.1. **Eligibility.**

A13.9.1.1. The medal is awarded to members who, during the period of the award, were permanently assigned, attached, or detailed for 30 days (consecutive or non-consecutive) to a unit operating in the area of eligibility or who meet one of the following criteria, regardless of time spent in the area of eligibility:

A13.9.1.1.1. Were engaged in combat during an armed engagement.

A13.9.1.1.2. While participating in an operation or on official duties were killed, or were wounded or injured and medically evacuated from the area of eligibility.

A13.9.1.2. Aircrew members accrue 1 day of eligibility for each day they fly into, out of, within, or over the area of eligibility.

A13.9.1.3. The military service of the member on which qualification for the award of the Inherent Resolve Campaign Medal (IRCM) is based must have been honorable.

A13.9.1.4. The areas of eligibility for the IRCM are:

A13.9.1.4.1. From 15 June 2014 to 31 December 2022, all of the land area of the countries of Iraq and Syria, the contiguous waters of each extending out to 12 nautical miles, and the air space above the land area and contiguous waters.

A13.9.1.4.2. On or after 1 January 2023, all of the land area of the country of Syria, the contiguous waters extending out to 12 nautical miles, and the air space above the land area and contiguous waters.

A13.9.1.4.3. From 1 January 2023 to 31 December 2024, for service members serving in Iraq who meet the IRCM eligibility criteria.

A13.9.1.5. Refer to **paragraph A13.10.3** for guidance on the GWOTEM for service in Iraq.

A13.9.1.6. Under no condition will personnel or units receive the IRCM, GWOTEM, or Afghanistan Campaign Medal for the same action, time, or period of service. **(T-0)**

A13.9.2. **Award Category.** Campaign medal.

A13.9.3. **Subsequent Awards.** A campaign star is authorized for each designated campaign phase in which the member participated for 1 or more days (see **Table A13.8**.).

A13.9.4. **Authorized Devices.** Campaign Star and Arrowhead device. Refer to **Attachment 16** for additional device guidance.

**Table A13.8. Inherent Resolve Campaign Medal Designated Campaign Phases.**

| CAMPAIGN | DATES |
|---|---|
| Abeyance | 15 June 2014 – 24 November 2015 |
| Intensification | 25 November 2015 to 14 April 2017 |
| Defeat | 15 April 2017 to 1 July 2020 |
| Normalize | 2 July 2020 to a date to be determined |

**A13.10. Global War on Terrorism Expeditionary Medal (GWOTEM).** The medal was established by EO 13289, 12 March 2003, to recognize members of the U.S. Armed Forces who deployed abroad for service in the War on Terrorism operations on or after 11 September 2001 to a date to be determined.

**Figure A13.9. Global War on Terrorism Expeditionary Medal Illustration.**

A13.10.1. The list of designated operations authorized award of the GWOTEM and the associated areas of eligibility are located online at **https://prhome.defense.gov/M-RA/Inside-M-RA/MPP/OEPM/**.

A13.10.2. **Eligibility.**

A13.10.2.1. Members must have been permanently assigned, attached, or detailed to a unit that participated, on or after 11 September 2001 in a designated GWOTEM operation in the specified area of eligibility for that operation for 30 consecutive or 60 non-consecutive days, or meet one of the following criteria, regardless of time spent in the area of eligibility:

A13.10.2.1.1. Were engaged in actual combat against the enemy and under circumstances involving grave danger of death or serious bodily injury from enemy action.

A13.10.2.1.2. While participating in the designated operation were killed, or were wounded or injured and medically evacuated from the area of eligibility.

A13.10.2.2. Members participating as a regularly assigned aircrew member flying sorties into, out of, within, or over the area of eligibility in direct support of the GWOTEM designated operation are eligible for the medal. Each day that one or more sorties are flown in accordance with these criteria counts as 1 day toward the 30 consecutive or 60 non-consecutive day requirement.

A13.10.2.3. Members must have deployed abroad for a designated GWOTEM approved operation to a designated area of eligibility for that operation (see **paragraph A13.10.1**.).

A13.10.2.4. DELETED

A13.10.3. **Restrictions.**

A13.10.3.1. Under no conditions will units or personnel within the United States be eligible for the GWOTEM. **(T-0)**

A13.10.3.2. Award of the GWOTEM is authorized for qualifying service in Afghanistan during the period of 11 September 2001 to 30 April 2005. Service in Afghanistan after 30 April 2005 is recognized with the Afghanistan Campaign Medal.

A13.10.3.3. Award of the GWOTEM is authorized for qualifying service in Iraq during the period of 19 March 2003 to 30 April 2005. Service in Iraq during the period of 1 May 2005 to 31 December 2011, is recognized with the Iraq Campaign Medal.

A13.10.3.4. Award of the GWOTEM for service in Kosovo is limited to specified War on Terrorism operations that are NOT associated with operations in the Former Republic of Yugoslavia that qualify for award of the AFEM or the Kosovo Campaign Medal.

A13.10.3.5. Award of the GWOTEM is authorized for qualifying service in Iraq and Syria during the period of 15 June 2014 to 30 March 2016. Service in Iraq during the period 31 March 2016 to 30 June 2022 is recognized with the IRCM. Service in Syria after 30 March 2016 is recognized with the IRCM.

A13.10.3.6. Members deployed to the Operation PACIFIC EAGLE – PHILIPPINES area of eligibility for unnamed counterterrorism operations during the period 23 May to 4 October 2017, prior to the start of Operation PACIFIC EAGLE – PHILIPPINES, are authorized the GWOTEM.

A13.10.3.7. Members awarded the GWOTEM for IRCM qualifying service between 15 June 2014 and 30 March 2016, in an area for which the IRCM was authorized subsequently remain qualified for that medal. Such members, upon application, may be awarded the IRCM in lieu of that GWOTEM. This election is irrevocable. No service member will be entitled to both medals for the same act, achievement, or period of service (i.e., deployment or tour in the designated operation).

A13.10.3.8. Members awarded the GWOTEM for IRCM qualifying service in Iraq between 1 January 2023 to 24 August 2023 remain qualified for the GWOTEM. However, such members, upon application, may elect to be awarded the IRCM in lieu of the GWOTEM. This election is irrevocable. No service member may be awarded both the GWOTEM and IRCM for the same act, achievement, or period of service (i.e., deployment or tour in Iraq).

A13.10.4. **Award Category.** Expeditionary medal.

A13.10.5. **Subsequent Awards.** Subsequent awards are denoted with a service star.

A13.10.6. **Authorized Devices.** Service Star and Arrowhead device. Refer to **Attachment 16** for additional device guidance.

**Table A13.9. (DELETED)**

**A13.11. Global War on Terrorism Service Medal.** The medal was established by EO 13289, 12 March 2003, to recognize the significant contributions of the members of the Armed Forces in support of designated War on Terrorism operations.

**Figure A13.10. Global War on Terrorism Service Medal Illustration.**

A13.11.1. The list of designated operations authorized award of the Global War on Terrorism Service Medal can be found online at the following website: **https://prhome.defense.gov/M-RA/InsideM-RA/MPP/OEPM/**.

A13.11.2. **Eligibility.**

A13.11.2.1. The medal is awarded to members who:

A13.11.2.1.1. Between 11 September 2001 and 10 September 2022, supported operations to counter terrorism in a non-deployed status, whether stationed in the U.S. or overseas. The member must have served on active duty, on or after 11 September 2001, for a minimum of 30 consecutive or 60 non-consecutive days, not including initial accession training; or regardless of time served while on active duty, on or after 11 September 2001, and:

A13.11.2.1.1.1. Was engaged in actual combat; or

A13.11.2.1.1.2. Was killed, wounded, or died not due to negligence or wrongful misconduct.

A13.11.2.1.2. On or after 11 September 2022, directly served in a designated military counter terrorism (CT) operation (e.g., deployed on orders for a designated CT operation; directly supported a designated CT operation on a full-time basis while assigned to an organization conducting a CT operation) for a minimum of 30 days (consecutive or non-consecutive); or regardless of time served while on active duty, was engaged in physical combat with, or by, a foreign terrorist or an individual inspired or motivated by a foreign terrorist organization.

A13.11.2.2. The military service of the member on which qualification for the award of the GWOTSM is based must have been honorable.

A13.11.3. **Award Category.** Service Medal (individual service award).

A13.11.4. **Subsequent Awards.** Subsequent awarding is not authorized. **(T-0)**

A13.11.5. **Authorized Device.** None. Only one award of the medal is authorized.

**Table A13.10. (DELETED)**

**A13.12. Korea Defense Service Medal.** The medal was authorized by 10 USC § 9286, to recognize qualifying DAF members who served in the Republic of Korea (or the waters adjacent subsequent to 28 July 1954.

**Figure A13.11. Korea Defense Service Medal Illustration.**

A13.12.1. **Eligibility.**

A13.12.1.1. Service must have been in support of the defense of the Republic of Korea.

A13.12.1.2. The medal is awarded to members who, during the period of the award, were permanently assigned, attached, or detailed for 30 consecutive or 60 non-consecutive days to a unit operating in the area of eligibility or who met one of the following criteria, regardless of time spent in the area of eligibility:

A13.12.1.2.1. Was engaged in actual combat during an armed engagement.

A13.12.1.2.2. While in the line of duty was killed, or was wounded or injured and medically evacuated from the area of eligibility.

A13.12.1.3. Aircrew members accrue 1 day of eligibility for each day they fly into, out of, within, or over the area of eligibility.

A13.12.1.4. Members who serve in operations and exercises conducted in the area of eligibility are eligible for the medal provided the basic time criteria is met. Due to the extensive period of the award, the non-consecutive service period for eligibility remains cumulative throughout the entire period.

A13.12.1.5. Members who qualified for the AFEM by reason of service between 1 October 1966 to 30 June 1974, in an area for which the Korea Defense Service Medal was subsequently authorized, remain eligible for both the Korea Defense Service Medal and AFEM. Award of the Korea Defense Service Medal for this time period is a one-time exception to policy. **(T-0)**

A13.12.2. **Award Category.** Service Medal (deployed service award).

A13.12.3. **Authorized Device.** None. Only one award of the medal is authorized.

**A13.13. Armed Forces Service Medal.** The medal was established by EO 12985, to recognize service members who, on or after 1 June 1992, participate, or have participated, in designated U.S. military operations and encounter no foreign armed opposition or imminent hostile action.

**Figure A13.12. Armed Forces Service Medal Illustration.**

A13.13.1. **Eligibility.**

A13.13.1.1. The medal may be awarded to members who, after 1 June 1992:

A13.13.1.1.1. Participate, or have participated, as members of U.S. military units, in a U.S. military operation that is deemed to be a significant activity by the Joint Chiefs of Staff; and

A13.13.1.1.2. Encounter no foreign armed opposition or imminent threat of hostile action.

A13.13.1.2. Members must have been permanently assigned, attached, or detailed to a unit that deployed to participate in a designated U.S. military operation within the area of eligibility for 30 consecutive days (or for the full period when an operation is less than 30 days) or for 60 non-consecutive days.

A13.13.1.3. Aircrew members must have participated as a regularly assigned crew member on an aircraft flying into, out of, within, or over the area of eligibility in direct support of the designated military operation for 30 consecutive days or 60 non-consecutive days. One day of service is credited for the first sortie flown on any day. Additional sorties flown on the same day receive no further credit.

A13.13.1.4. The medal recognizes participants who deploy to the designated area of eligibility for the qualifying operation. Outstanding or meritorious performance of non-deployed or remotely located support units and individuals does not justify awarding the Armed Forces Service Medal. Such performance may be recognized with a decoration.

A13.13.1.5. The list of designated operations authorized award of the Armed Forces Service Medal, along with the associated areas of eligibility, can be found online at the following website: **https://prhome.defense.gov/M-RA/InsideM-RA/MPP/OEPM/**.

A13.13.2. **Award Category.** Service Medal (deployed service award).

A13.13.3. **Subsequent Awards.** A service star is authorized for each designated military operation in which the member participated.

A13.13.4. **Authorized Device.** Service Star. Refer to **Attachment 16** for additional device guidance.

**Table A13.11. (DELETED)**

**A13.14. Humanitarian Service Medal.** The medal was established by EO 11965, to recognize members who, after 1 April 1975, distinguished themselves by meritorious direct participation in a DoD-approved significant military act or operation of a humanitarian nature.

**Figure A13.13. Humanitarian Service Medal Illustration.**

A13.14.1. **Eligibility.**

A13.14.1.1. The medal is awarded to individual members or to entire military units who distinguished themselves by meritorious, direct participation in a military act or operation of a humanitarian nature. Direct participation is defined as "hands on" support at the site or sites of the military act or operation.

A13.14.1.2. For humanitarian operations outside of the U.S.:

A13.14.1.2.1. After 1 April 1975, but on or before 6 January 2016, the recipient must have been physically present at the designated location, having directly contributed to and influenced the action. **(T-0)** The designated location is the immediate site(s) of the humanitarian operations as defined by the Department of State's request for assistance.

A13.14.1.2.2. On or after 7 January 2016, the recipient must have contributed to and influenced the humanitarian operation while deployed to the designated area of eligibility for the humanitarian operation, as defined by the Department of State's request for assistance for overseas areas. **(T-0)** When appropriate, the local commander may propose to the awarding authority specific clarification of designated boundaries based on the intent of the Department of State request for assistance.

A13.14.1.3. For humanitarian operations within the U.S., the recipient must have been physically present at the designated location of the humanitarian assistance, having directly contributed to and influenced the action. **(T-0)** The designated location is the immediate site(s) of the humanitarian operations, as defined by the Presidential authorization of federal assistance.

A13.14.1.4. Specifically excluded from eligibility are members or elements that remain entirely outside of the area of eligibility, or who were assigned to the area of eligibility but were not directly supporting the humanitarian operation.

A13.14.1.5. Award of the medal does not prevent or conflict with other medals or ribbons awarded on the basis of unit achievement, or of individual valor, achievement, or meritorious service. The Humanitarian Service Medal should not be awarded for humanitarian operations that occur as part of the operational plan of a military operation for which a campaign or expeditionary medal is authorized.

A13.14.1.6. Under no condition will personnel receive more than one award of the medal for participation in the same military act or operation of a humanitarian nature. **(T-0)**

A13.14.1.7. The following types of military acts or operations may qualify for award of the medal:

A13.14.1.7.1. Significant assistance in the event of national or international disasters, natural or manmade, such as earthquakes, floods, hurricanes, typhoons, or conflagrations.

A13.14.1.7.2. Relief to a famine-stricken area.

A13.14.1.7.3. Evacuation of personnel from an area threatened by a hostile force.

A13.14.1.7.4. Support or resettlement of refugees or evacuees.

A13.14.1.7.5. Other significant military activities, directly related to humanitarian service, that are above and beyond routine actions. For example, normal search and rescue operations conducted by search and rescue units specifically trained for these types of missions would not be eligible for consideration.

A13.14.1.7.6. Services rendered in one of the above types of acts or operation must meet the following criteria **(T-0)**:

A13.14.1.7.6.1. Be of major significance.

A13.14.1.7.6.2. Provide immediate relief, relieve human suffering, and should save lives (property may be a factor).

A13.14.1.7.6.3. Affect the outcome of the situation.

A13.14.1.7.6.4. Specific dates are restricted to the period of immediate relief. Periods beyond immediate relief are considered established ongoing operations beyond the initial emergency conditions, and these periods are no longer eligible for the medal.

A13.14.1.7.6.5. Provide evidence that the emergency assistance was authorized by POTUS for assistance in the U.S. (for example, a Presidential Emergency Declaration or established contingency plans issued under Presidential authority) or requested by the Department of State for overseas areas.

A13.14.1.7.7. The medal is not authorized for:

A13.14.1.7.7.1. Services, such as law enforcement or protection of property, performed incident to domestic demonstrations or unrest. **(T-0)**

A13.14.1.7.7.2. Humanitarian relief missions when part of an operational plan for which a campaign or expeditionary medal is authorized. **(T-0)**

A13.14.1.7.7.3. Humanitarian operations performed solely by service members under the authority of a state governor. In these instances, the appropriate level of recognition is provided by the applicable State governor. However, Reserve Component members who supported a humanitarian operation that was simultaneously supported by members operating under Title 10 USC, are eligible for any Humanitarian Service Medal approved as a result of that operation. **(T-0)**

A13.14.2. A list of DoD operations authorized the Humanitarian Service Medal can be found on **http://prhome.defense.gov/M-RA/Inside-M-RA/MPP/OEPM/** and a list of DAF approved operations can be found on **https://access.afpc.af.mil/**.

A13.14.3. **Requesting Authorization for an Operation.** The following information applies to operations not already authorized the Humanitarian Service Medal.

A13.14.3.1. When multi-Service participation is involved, a recommendation is submitted by the applicable Combatant Command to the Joint Staff.

A13.14.3.2. When humanitarian assistance is performed by multiple Military Departments but the operation was not conducted under the authority of a joint commander, the Secretaries of the other Military Departments concerned will collaborate to adjudicate the award nomination. The recommendation is forwarded through command channels to AFPC/DPSTTC for submission to the Secretary of the Air Force Decorations Board for approval.

A13.14.3.3. When humanitarian assistance is performed by a single Military Department (only one Service involvement), nominations are routed to the Secretary concerned. Nominations originating within the DAF are endorsed by the applicable MAJCOM or FLDCOM commander or deputy commander.

A13.14.3.3.1. Recommendations are entered into command channels within 5 years of the military act or operation to be recognized. **(T-0)**

A13.14.3.3.2. Recommendations should include the following:

A13.14.3.3.2.1. A written justification fully explaining and attesting to the humanitarian aspects of the services rendered by members in the act or operation being recommended.

A13.14.3.3.2.2. Forwarding endorsements that make specific recommendations for approval or disapproval.

A13.14.3.3.2.3. Documentation of the Presidential or the Department of State request for assistance.

A13.14.3.3.2.4. Documentation from the federal agency (for example, Federal Emergency Management Agency) requesting USAF, USSF, or installation assistance.

A13.14.4. **Approval Authority.**

A13.14.4.1. Secretary of the Air Force Decorations Board approves the medal for operations.

A13.14.4.2. Individual requests for operations already authorized the medal are submitted through the chain of command to the colonel/O-6 commander (or civilian leader equivalent) or higher for approval. The approval authority validates eligibility and ensures actions are taken to update personnel records of qualified personnel. **Note**: This authority may not be further delegated. **(T-0)**

A13.14.4.2.1. When members of the other Military Departments are involved, the DAF commander coordinates with the owning commander to ensure the military personnel servicing centers of all members who participated are informed of action required.

A13.14.4.2.2. The military personnel flights may determine the required documentation for recordkeeping, such as by-name lists.

A13.14.5. **Award Category.** Service Medal (individual service award).

A13.14.6. **Subsequent Awards.** A service star is worn to denote subsequent award of the medal.

A13.14.7. **Authorized Device.** Service Star. Refer to **Attachment 16** for additional device guidance.

**A13.15. Military Outstanding Volunteer Service Medal (MOVSM).** The medal was established by EO 12830, to recognize service members who, after 31 December 1992, perform outstanding volunteer community service of a sustained, direct, and consequential nature.

**Figure A13.14. Military Outstanding Volunteer Service Medal Illustration.**

A13.15.1. **Eligibility.**

A13.15.1.1. The medal is awarded for volunteer service that meets the following requirements:

A13.15.1.1.1. Be to the civilian community, to include the military family community.

A13.15.1.1.2. Be significant in nature and produce tangible results.

A13.15.1.1.3. Reflect favorably on DoD or DAF.

A13.15.1.1.4. Be of a sustained and direct nature.

A13.15.1.2. While there is no specific time period to qualify for the medal (for example, 500 hours of community service within 24 calendar months), approval authorities ensure the volunteer service merits special recognition. The medal 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 the medal is justified.

A13.15.1.3. Multiple awards of the medal during a single tour of duty are not authorized. **(T-0)** However, a sustained record of significant community service performed during successive tours may be considered by approval authorities when adjudicating recommendations for the medal.

A13.15.1.4. The service recognized will be of voluntary nature, not detailed or tasked, nor performed as part of a military mission (for example, a unit project). **(T-1)**

A13.15.2. **Submitting a Request.** Requests are submitted, processed, and approved in the myDecs application. Requests for veterans and deceased members are submitted on an SF 180 to AFPC/DPSTTC for approval (see to **paragraph 5.5**.).

A13.15.3. **Approval Authority.** USAF and USSF officers commanding a squadron. This approval authority may not be further delegated. **(T-1)**

A13.15.4. **Award Category.** Service Medal (individual service award).

A13.15.5. **Subsequent Awards.** A service star is worn to denote subsequent award of the medal.

A13.15.6. **Authorized Device.** Service Star. Refer to **Attachment 16** for additional device guidance.

**A13.16. Armed Forces Reserve Medal.** The medal was established by EO 10163, as amended by EO 10439 and EO 13013, to recognize service members or former service members of the reserve components of the Military Departments who have: completed a total of 10 years of honorable military service in the reserve components; been called to active duty and served under specific statutory conditions; or volunteered and served on active duty in support of designated U.S. military operations or contingencies.

**Figure A13.15. Armed Forces Reserve Medal Illustration.**

A13.16.1. **Eligibility.**

A13.16.1.1. The medal is awarded to members or former members of the Air Force Reserve Components who meet one of the following criteria:

A13.16.1.1.1. The member has completed a total of 10 years' honorable military service in one or more of the Reserve Components, including annual active duty and inactive duty training provided:

A13.16.1.1.1.1. Such 10 years of service was performed within a period of 12 consecutive years.

A13.16.1.1.1.2. Such service will not include service in a regular Air Force, **(T-0)** but:

A13.16.1.1.1.2.1. Service in a Reserve Component that is concurrent, in whole or part, with service in the regular Air Force will be included in computing the required 10 years of Reserve service. **(T-0)**

A13.16.1.1.1.2.2. Any period of time during which Reserve service is interrupted by service in the regular Air Force will be excluded in computing and will not be considered a break in the said period of 12 consecutive years. **(T-0)**

A13.16.1.1.2. On or after 1 August 1990, the member was called to active duty and served in accordance with 10 USC §§ 12301(a), 12302, 12304, and 12406.

A13.16.1.1.3. On or after 1 August 1990, the member volunteered and served on active duty under the provisions of 10 USC § 12301, in support of specific U.S. military operations or contingencies designated by DoD, as defined in 10 USC § 101(a)(13). Refer to **Table A13.12**.

A13.16.1.1.4. For eligibility prior to 1 August 1990, refer to **paragraph A13.16.5**.

A13.16.1.2. Multiple periods of service during one designated contingency pursuant to **paragraph A13.16.1.1.3** will count as one award of the medal qualifying for a single "M" device. **(T-0)**

A13.16.1.3. Active Guard and Reserve members who receive orders changing their duty status (legal authority under which they perform duty), their duty location, or assignment to support a contingency operation are eligible for the medal provided one of the award criteria in paragraph **A13.16.1.1.2** or **A13.16.1.1.3** are met.

A13.16.2. **Award Category.** Service Medal (individual service award).

A13.16.3. **Subsequent Awards.** Only one Armed Forces Reserve Medal will be awarded to a member. **(T-0)** Initial award of the medal is presented with the applicable device (hourglass or mobilization "M" device). Subsequent awards are denoted by wearing the applicable authorized devices.

A13.16.4. **Authorized Devices.** Hourglass device, Mobilization "M" device and Numeral device. Refer to **Attachment 16** for additional device guidance.

**Table A13.12. Armed Forces Reserve Medal with "M" Device Operations (See notes).**

| OPERATION |
|---|
| DESERT SHIELD and DESERT STORM (Persian Gulf) |
| RESTORE HOPE (Somalia) |
| UPHOLD DEMOCRACY (Haiti) |
| JOINT ENDEAVOR, JOINT GUARD and JOINT FORGE (Bosnia) |
| DESERT FOX, NORTHERN WATCH, and SOUTHERN WATCH (Persian Gulf) |
| ALLIED FORCE (Kosovo) |
| NOBLE EAGLE, ENDURING FREEDOM, IRAQI FREEDOM, NEW DAWN, FREEDOM'S SENTINEL, and INHERENT RESOLVE (War on Terrorism) |

**Notes**:
1. Multiple periods of service during one designated contingency counts as one "M" device award.
2. Even if an operation is not officially named but it results in an involuntary call to active duty, the Armed Forces Reserve Medal with "M" device is authorized.

A13.16.5. **Armed Forces Reserve Medal Prior to 1 August 1990.**

A13.16.5.1. For the purpose of the Armed Forces Reserve Medal, service as a member of Reserve Component includes:

A13.16.5.1.1. The U.S. National Guard.

A13.16.5.1.2. The National Guard while in the U.S. Service.

A13.16.5.1.3. The federally recognized National Guard before 1933.

A13.16.5.1.4. A federally recognized status in the National Guard.

A13.16.5.1.5. The Officers' Reserve Corps and Enlisted Reserve Corps before 25 March 1948.

A13.16.5.1.6. The Organized Reserve Corps.

A13.16.5.1.7. The U.S. 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 U.S. Army and is creditable for the award.)

A13.16.5.1.8. 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.

A13.16.5.1.9. 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.

A13.16.5.1.10. The Limited Service Marine Corps Reserve.

A13.16.5.1.11. The Naval Militia who have conformed to the standards prescribed by the Secretary of the Navy.

A13.16.5.1.12. The National Naval Volunteers.

A13.16.5.1.13. The Air National Guard.

A13.16.5.1.14. The Air Force Reserve.

A13.16.5.1.15. The U.S. Air Force without component (includes Reserve Officers serving on active duty).

A13.16.5.1.16. The Coast Guard Reserve.

A13.16.5.2. 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 10 USC § 1332(a)(2), except that persons in the U.S. Army or U.S. Air Force must compute time as follows: **(T-0)**

A13.16.5.2.1. Active or inactive service before 1 July 1948, only creditable for U.S. Army or U.S. 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 U.S. Army or U.S. Air Force appointments is creditable.

A13.16.5.2.2. Active or inactive service before 1 July 1949 is creditable for U.S. Army or U.S. Air Force officers appointed under 10 USC §§ 8444 and 8445.

A13.16.5.2.3. For the purpose of computing eligibility for the Armed Forces Reserve Medal, all U.S. Army or U.S. Air Force appointments are considered as having been made under the Act of 22 September 1941, unless otherwise indicated in the official records.

A13.16.5.3. Service Not Creditable. Service in the following may not be credited:

A13.16.5.3.1. Inactive National Guard.

A13.16.5.3.2. Inactive Air National Guard.

A13.16.5.3.3. Non-Federally recognized status in the National Guard or Air National Guard.

A13.16.5.3.4. Inactive Reserve Section or Honorary Reserve Section of the Officers' Reserve Corps.

A13.16.5.3.5. Inactive Section or Honorary Section of the Air Force Reserve.

A13.16.5.3.6. Honorary Retired List of the Naval and Marine Corps Reserve.

A13.16.5.3.7. Inactive Status List of the Standby Reserve.

A13.16.5.3.8. Retired Reserve.

A13.16.5.3.9. Women's Army Auxiliary Corps.

A13.16.5.3.10. 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, are not credited toward the Armed Forces Reserve Medal. (T-0) 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.

A13.16.5.3.11. 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.

## Attachment 14

## DAF CAMPAIGN, EXPEDITIONARY AND SERVICE AWARDS CRITERIA

**A14.1. General Information.** Refer to **paragraph 4.2.6** and **Chapter 4**.

**A14.2. Combat Action Medal (CAM).** On 15 March 2007, SecAF approved the establishment of the CAM to recognize members of DAF (grades E-1 through O-6) who actively participated in ground or air combat. On 16 November 2020, SecAF approved the renaming of the Air Force Combat Action Medal to the Combat Action Medal.

**Figure A14.1. Combat Action Medal Illustration.**

A14.2.1. **Eligibility.**

A14.2.1.1. Nomination for the CAM is restricted to members of the U.S. Armed Forces who on or after 11 September 2001:

A14.2.1.1.1. 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

A14.2.1.1.2. While defending the base (inside/on the wire), member came under fire and engage the enemy with direct and lethal fire, and are at the risk of grave danger; or

A14.2.1.1.3. Are personnel in ground operations who actively engage the enemy with direct and lethal fire also may qualify even if no direct fire is taken, as long as there was risk of grave danger and meets other criteria.

A14.2.1.2. Ground Combat.

A14.2.1.2.1. The ground combat must have occurred in a combat zone defined as a geographic area designated by POTUS via an Executive Order, or a qualified hazardous duty area in which a member received imminent danger pay or hostile fire pay. The member must have been physically present, at risk of grave danger, and performing in accordance with the prescribed rules of engagement.

A14.2.1.2.2. Members outside the defended perimeter must have been fired upon by the enemy with lethal weapons. Returning fire is situation dependent and not necessarily a precondition of the award. Risk of grave danger to the member must be detailed in the award submission.

A14.2.1.2.3. Encampments, compounds, and protected areas (inside the defended perimeter) normally do not qualify as venues for this award unless the member was serving in a defensive capacity, taking fire, and engaging the enemy. Augmenting a defensive fighting position and taking fire, regardless of official duties, would also qualify as combat action if all other criteria were met. Receiving mortars, responding to alarm conditions, reporting to bunkers, do not independently constitute combat action for the purpose of this award. However, should combat conditions arise out of such events an exception to policy can be submitted (see **paragraph A14.2.2**.).

A14.2.1.2.4. PH recipients are not automatically qualified for the CAM. Members must apply for the medal through their chain of command.

A14.2.1.3. Air Combat.

A14.2.1.3.1. The member must have been flying as an authorized aircrew member on aeronautical orders in direct support of a combat zone and in combat. Combat must take place in a combat zone defined as a geographic area designated by POTUS via an Executive Order, or a qualified hazardous duty area in which a member is receiving imminent danger pay or hostile fire pay. The member must be physically present, at risk of grave danger, and performing in accordance with the prescribed rules of engagement.

A14.2.1.3.2. The member must have been performing assigned duties. Traveling passengers, including aircrew manifested as passengers, on an aircraft are not eligible based solely on their presence when the aircraft came under fire.

A14.2.1.3.3. Offensive air operations may qualify if they are engaging hostile forces with direct and lethal fire. Taking fire from the enemy is not a prerequisite as long as the member was physically present and the risk of grave danger was imminent.

A14.2.1.4. The medal may be awarded to members from the other Military Departments (see **paragraph 4.2.6**) and foreign military members assigned or attached to a DAF unit, provided they meet the award criteria. Refer to **paragraph A8.3** for processing awards for foreign military.

A14.2.1.5. Members who receive the Army Combat Infantryman Badge, the Army Combat Action Badge, the Army Combat Medical Badge, or Navy Combat Action Ribbon may submit a copy of that award, along with other documentation, to the appropriate chain of command for conversion to the CAM. Approval authorities for the CAM will coordinate with the applicable other Military Department headquarters to arrange revocation.

A14.2.2. **Approval Authority, Appeals, and Exceptions to Policy.** Also refer to **paragraph A14.2.5**.

A14.2.2.1. Approval Authority. The Secretary of the Air Force Decorations Board is the approval authority unless authority has been delegated in accordance with **Section 2D**.

A14.2.2.2. Appeal. Both the commander and first colonel in the operational chain may return a submission as "not supported". Members wishing to appeal must do so through the officer who did not support the initial application to the next level in the chain of command for further consideration. All appeals will be labeled as such. If the appeal is

approved for submission, the application will be forwarded to the approval authority in accordance with **paragraph A14.2.5**.

A14.2.2.3. Exception to Policy. Exception to policy requests are justified and forwarded through command channels. Home stations route requests through the applicable MAJCOM or FLDCOM commander to AFPC/DP3 (**afpc.dp3sp.workflow@us.af.mil**). AFPC/DP3 will obtain endorsement from the COMAFFOR concerned (if possible) and staff to the AF/CV or SF/VCSO for final decision. In-theater exceptions to policy will route through COMAFFOR to AFPC/DP3 (**afpc.dp3sp.workflow@us.af.mil**) for staffing to AF/CV or SF/VCSO.

A14.2.3. **Qualifying Periods of Service.** Only one medal is authorized for a qualifying war or conflict (see **Table A14.1**.). For the purpose of the CAM, the qualifying war or conflict is defined as the DoD contingency or conflict that CSAF, in collaboration with the CSO, designates will qualify for the medal.

A14.2.4. **Retroactive Award.** Retroactive award is not authorized prior to 11 September 2001.

**Table A14.1. Combat Action Medal Qualifying Periods of Service (See note).**

| QUALIFYING WAR/CONFLICT | DATE |
|---|---|
| War on Terrorism (see note) | 11 September 2001 to a date to be determined |
| **Note**: Only one medal is authorized, regardless of the number of deployments or operations participated in. | |

A14.2.5. **Submitting a Request.** Requests are endorsed by the member's commander to the first colonel in the operational chain to the approving official (i.e., COMAFFOR) (see **Section 2D** and **Attachment 12**). The request should be submitted on an DAF Form 3994, *Recommendation for Decoration Deployment/Contingency Operations*, and include a narrative justification and eyewitness statements (2 or more statements containing date, time, location, event description, other members present, etc.) from a person with first-hand knowledge of the incident. 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 or delta commander attesting to the veracity of the content, will suffice.

A14.2.5.1. The narrative justification 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.

A14.2.5.2. Additional documents that may be submitted with the request are: contingency exercise deployment orders, finalized travel vouchers, personal military decorations, letters of evaluation, sketches, maps, diagrams, and photographs.

A14.2.6. **Award Category.** Service Medal (individual service award).

A14.2.7. **Subsequent Awards.** A gold star is worn to denote a subsequent war, conflict, or operation authorized the medal (see **Table A14.1**.).

A14.2.8. **Authorized Device.** Gold Star. Refer to **Attachment 16** for additional device guidance.

**A14.3. Combat Readiness Medal (CRM).** The medal was authorized by SecAF on 9 March 1964.

**Figure A14.2. Combat Readiness Medal Illustration.**

A14.3.1. **Eligibility.** The CRM is awarded for sustained individual combat mission readiness or preparedness for direct weapon-system employment, after 1 August 1960.

A14.3.1.1. On and after 18 April 2018. Members must meet all of the following criteria:

A14.3.1.1.1. Be a member of an operational unit with a unit descriptor code of "combat" or "combat support",

A14.3.1.1.2. Be a crew member operating in a USAF or USSF-designated weapons system in accordance with DAFPD 10-9, *Lead Command/Lead Agent Designation and Responsibilities for United States Air Force Weapon Systems, Non-Weapon Systems, and Activities*. (EXCEPTION: MAJCOM or FLDCOM approval required for non-USAF or USSF designated weapons systems.),

A14.3.1.1.3. Be individually certified as combat mission ready or mission ready,

A14.3.1.1.4. Be subject to a continuous and/or recurring individual positional certification (i.e., "check-ride"), according to a MAJCOM, FLDCOM, or higher headquarters standardized evaluation program, and

A14.3.1.1.5. Completed 24 months of sustained combat mission readiness or mission readiness with no more than a 120 calendar-day break (i.e., "current and qualified").

A14.3.1.2. On or before 17 April 2018. Members must meet all of the following criteria:

A14.3.1.2.1. Be a member of a unit subject to combat readiness reporting,

A14.3.1.2.2. Be individually certified as combat and/or mission ready and has been subject to a continuous individual positional evaluation program, according to a MAJCOM, FLDCOM, or higher headquarters' standards, and

A14.3.1.2.3. 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 enroute and retraining time is deducted from qualifying service.

A14.3.2. **Submission Procedures.** Requests are submitted, processed, and approved in the myDecs application. Requests for veterans and deceased members are submitted on an SF 180 to AFPC/DPSTTC for approval (see to **paragraph 5.5**.).

A14.3.3. **Approval Authority.** The wing and delta commander, deputy commander, or deputy commander for operations; and group (not reporting to a wing) commander, deputy commander, or deputy commander for operations.

A14.3.3.1. MAJCOM and FLDCOM determines what is an acceptable recurring positional certification (i.e., "check-ride") program to meet the intent of CRM criteria.

A14.3.3.2. Exception to policy requests regarding standards, duty positions, or mission profiles, are submitted through command channels to the applicable MAJCOM, FLDCOM, FOA, or DRU for coordination with AF/A3, prior to approval. MAJCOM, FLDCOM, FOA, or DRU Director of Operations will submit coordination requests to AFPC/DP3SP (**afpc.dp3sp.workflow@us.af.mil**) for staffing through AF/A1 or SF/S1 to AF/A3. Approvals will be included in the applicable MAJCOM, FLDCOM, FOA, or DRU supplement to this manual. AF/A3TF is the office of coordinating responsibility for questions pertaining to the standards, duty positions, or mission profiles that qualify for the CRM; and any MAJCOM, FLDCOM, or local supplements to this manual regarding the CRM.

A14.3.4. **Award Category.** Service Medal (individual service award).

A14.3.5. **Subsequent Awards.** An oak leaf cluster is awarded for each additional 24 month of qualifying service.

A14.3.6. **Authorized Device.** Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance.

**Figure A14.3. (DELETED)**

**A14.4. Air Force Good Conduct Medal (AFGCM).** The medal was established by EO 8809 (amended by EO 10444) and is awarded to enlisted members for "exemplary conduct" (exemplary behavior, efficiency, and fidelity), while on active military service with the U.S. on or after 1 June 1963. On 6 February 2006, the 97th Air Force Uniform Board terminated the medal. The medal was reinstated by SecAF on 22 November 2008, based on a recommendation from the CMSAF and an Awards and Decorations Summit. The reinstatement is retroactive to 6 February 2006.

**Figure A14.4. Air Force Good Conduct Medal Illustration.**

A14.4.1. **Eligibility.**

A14.4.1.1. Members demonstrated a positive attitude toward the Air Force and their jobs.

A14.4.1.2. Service performed in a sister-Service (to include U.S. Coast Guard) is not creditable for award of the AFGCM.

A14.4.1.3. Officer candidate (officer training school students) status is creditable toward award of the AFGCM. Service as a cadet in the Air Force Academy or Reserve Officers Training Corps cadet status is not creditable.

A14.4.2. **Qualifying Periods of Service.**

A14.4.2.1. Each 3 years completed on or after 1 June 1963.

A14.4.2.2. For first award only, upon termination of service on or after 1 June 1963, of less than 3 years but more than 1 year.

A14.4.2.3. 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.

A14.4.2.4. 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.

A14.4.2.5. The above timeframes are decreased to 1 year any time that the U.S. is at war, as declared by the U.S. Congress. The entire year must have been served in the area of eligibility during the period indicated. Notification of this change will be announced by either Headquarters DAF or AFPC.

A14.4.2.6. For service from 28 July 1954 to 31 May 1963, refer to **paragraph A15.6**.

A14.4.3. **Procedures.** 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 unfavorable information file, control roster actions, Article 15s, letters of reprimand, etc.). Commanders cannot adjust a member's AFGCM period from a previous assignment if the previous commander failed to file a signed memorandum or letter adjusting the member's AFGCM period in the member's record for permanent file. **(T-3)**

A14.4.4. **Annotation in the Personnel System.** The AFGCM for Regular Air Force and Regular Space Force members in MILPDS is under the awards category of "C" (Campaign Service Awards), update code of "CF" (AFGCM). For officers who earned the AFGCM while in an enlisted status and Reserve Component members on extended active duty (i.e., Title 10), the awards category code in MILPDS is "O" (Other Awards), update code of "CF" (AFGCM).

A14.4.5. **Award Category.** Service Medal (individual service award).

A14.4.6. **Subsequent Awards.** An oak leaf cluster is worn to denote subsequent award of the medal.

A14.4.7. **Authorized Device.** Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance.

**A14.5. Space Force Good Conduct Medal (SFGCM).** The medal was established by the Secretary of the Air Force on 30 August 2023, by authority of the 3 October 2022 amendment to Executive Order 8809. The medal is awarded to enlisted members for "exemplary conduct" (honor, efficiency, and fidelity), while on active military service with the United States Space Force on or after 20 December 2019.

**Figure A14.5. Space Force Good Conduct Medal Illustration.**

A14.5.1. **Eligibility** .

A14.5.1.1. Members must have demonstrated the United States Space Force core values--Character, Connection, Commitment, and Courage.

A14.5.1.2. Service performed in a sister-Service (to include U.S. Army, U.S. Navy, U.S. Marine Corps, U.S. Air Force, and U.S. Coast Guard) is not creditable for award of the SFGCM.

A14.5.1.3. Officer candidate (officer training school students) status is creditable toward award of the SFGCM. Service as a cadet in the Air Force Academy or Reserve Officers Training Corps cadet status is not creditable.

A14.5.2. **Qualifying Periods of Service.**

A14.5.2.1. Every 3 years completed on or after 20 December 2019.

A14.5.2.2. For first award only, upon termination of service on or after 20 December 2019, of less than 3 years but more than 1 year.

A14.5.2.3. For first award only, upon termination of service, on or after 20 December 2019, of less than 1 year when final separation was by reason of physical disability incurred in line of duty.

A14.5.2.4. 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.

A14.5.2.5. The above timeframes are decreased to 1 year any time that the U.S. is at war, as declared by the U.S. Congress. The entire year must have been served in the area of eligibility during the period indicated. Notification of this change will be announced by either DAF or SF/S1.

A14.5.3. **Procedures.** Award of the SFGCM 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 SFGCM qualifying period is in conjunction with adverse actions (such as unfavorable information file, control roster actions, Article 15s, letters of reprimand, etc.). Commanders cannot adjust a member's SFGCM period from a previous assignment if the previous commander failed to file a signed memorandum or letter adjusting the member's SFGCM period in the member's record for permanent file. **(T-3)**

A14.5.4. **Annotation in the Personnel System.** The SFGCM for Space Force members in Air Force Military Personnel Data System (MilPDS) is under the awards category of "C" (Campaign Service Awards), update code of "SF" (SFGCM). For officers who earned the SFGCM while in an enlisted status and Reserve Component members on extended active duty (i.e., Title 10), the awards category code in MilPDS is "O" (Other Awards), update code of "SF" (SFGCM).

A14.5.5. **Award Category.** Service Medal (individual service award).

A14.5.6. **Subsequent Awards.** An oak leaf cluster is worn to denote subsequent award of the medal.

A14.5.7. **Authorized Device.** Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance.

**A14.6. Air Reserve Forces Meritorious Service Medal (ARFMSM).** The medal was established on 7 April 1964.

**Figure A14.6. Air Reserve Forces Meritorious Service Medal Illustration.**

A14.6.1. **Eligibility.** The ARFMSM is awarded on or after 1 April 1965, for 4 continuous years of service, or on or after 1 July 1975, for 3 continuous years of service, to recognize exemplary behavior, efficiency, and fidelity in an enlisted status in the Air National Guard and Air Force Reserve. Creditable service ends when called to active duty.

A14.6.1.1. The ARFMSM is not authorized for members in the inactive ready reserve status who are not assigned to a unit. **(T-1)**

A14.6.1.2. Do not credit service performed in the Reserve components of the U.S. Army, Navy, Marine Corps, or Coast Guard.

A14.6.1.3. 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 ARFMSM qualifying period is in conjunction with adverse actions (such as unfavorable information file, control roster actions, Article 15s, letters of reprimand, etc.). Commanders cannot adjust a member's ARFMSM period from a previous assignment if the previous commander failed to file a signed memorandum or letter adjusting the member's period in the member's record for permanent file. **(T-3)**

A14.6.2. **Award Category.** Service Medal (individual service award).

A14.6.3. **Authorized Device.** Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance.

**A14.7. Outstanding Airman of the Year Ribbon (OAYR).** The ribbon was established 21 February 1968 to recognize certain competitors and awardees of the Twelve Outstanding Airmen of the Year Program. On 19 January 2025, the name of the program was changed to the Outstanding Airmen of the Year Program.

**Figure A14.7. Outstanding Airman of the Year Ribbon Illustration.**

A14.7.1. **Eligibility.** The OAYR is awarded to Airmen nominated by MAJCOMs, FOAs, and DRUs to compete at the Air Force-level in the Outstanding Airmen of the Year Program, and to Airmen selected as one of the Outstanding Airmen of the Year. Refer to the special trophies and awards online database at **https://access.afpc.af.mil/**, for additional guidance.

A14.7.2. **Subsequent Awards.**

A14.7.2.1. Airmen nominated by the MAJCOMs, FOAs, and DRUs to compete at the Air Force-level wear the ribbon for the first nomination. Each subsequent nomination is denoted with an oak leaf cluster.

A14.7.2.2. Airmen selected as one of the Outstanding Airmen of the Year wear a ribbon with a bronze service star device.

A14.7.2.3. 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 cluster.

A14.7.3. **Award Category.** Service Medal (individual service award).

A14.7.4. **Authorized Devices.** Oak Leaf Cluster and Bronze Service Star. Refer to **Attachment 16** for additional device guidance.

**A14.8. Air and Space Recognition Ribbon (ASRR).** The ribbon was established on 10 October 1980. On 16 November 2020, SecAF approved the renaming of the Air Force Recognition Ribbon to the Air and Space Recognition Ribbon.

**Figure A14.8. Air and Space Recognition Ribbon Illustration.**

A14.8.1. **Eligibility.** The ASRR is awarded to individuals and members of small teams selected as overall winners of a HAF or functional community award, unless prohibited in the award criteria.

A14.8.2. **Restrictions.** The following are not eligible to receive the ASRR.

A14.8.2.1. Organizations, units, and activities selected as overall winners.

A14.8.2.2. Individuals assigned to organizations, units, and activities selected as overall winners.

A14.8.2.3. Nominees and selectees of special trophies and awards program at MAJCOM, FLDCOM, FOA, DRU, base, and unit levels.

A14.8.2.4. Nominees or selectees for the Outstanding Airmen of the Year program, refer to **paragraph A14.7**.

A14.8.3. **Award Category.** Service Medal (individual service award).

A14.8.4. **Subsequent Awards.** An oak leaf cluster is worn on the ribbon to denote each subsequent award.

A14.8.5. **Authorized Device.** Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance.

**A14.9. Remote Combat Effects Campaign Medal (RCECM).** The medal was established by SecAF on 22 May 2019, to recognize DAF members dedicated to our Nation's strategic objectives in combating terrorism.

**Figure A14.9. Remote Combat Effects Campaign Medal Illustration.**

A14.9.1. **Eligibility.**

A14.9.1.1. The RCECM is awarded to DAF military members who, on or after 11 September 2001, distinguished themselves by direct participation in a DoD combat operation, under the following conditions:

A14.9.1.1.1. Was assigned or attached to a unit directly supporting a DoD combat operation,

A14.9.1.1.2. Was serving in a remotely piloted aircraft; cyber; space; or intelligence, surveillance and reconnaissance career field,

A14.9.1.1.3. Personally provided hands-on employment of a weapon system that had direct and immediate impact on a combat operation, and

A14.9.1.1.4. Was not physically exposed to hostile actions or at risk of exposure to hostile action.

A14.9.1.2. The RCECM will be primarily awarded to remotely piloted aircraft, cyber, space, and intelligence, surveillance and reconnaissance career fields, which create direct combat effects from remote locations and lead to strategic outcomes or the delivery of lethal force. In some circumstances, members from other functional communities may be considered for the medal which will be considered on a case-by-case basis. Request for other functional communities will be submitted (with justification and a detailed description of the direct participation) through command channels to the applicable MAJCOM, FLDCOM, FOA, or DRU Director of Operations for endorsement to AFPC/DP3SP (**afpc.dp3sp.workflow@us.af.mil**). AFPC/DP3SP will coordinate the request with the applicable Air Force or Space Force Component Commander or Commander of Air Force Forces to the Combatant Command concerned, prior to staffing the request through AF/A1 or SF/S1 to SAF/MR for decision.

A14.9.1.3. Under no condition will a member receive a RCECM and a DoD or DAF campaign or expeditionary medal or ribbon for the same period of service.

A14.9.1.4. Excluded from eligibility are foreign military personnel, members in initial accession training, and members physically located in the geographical areas of eligibility for DoD combat operations.

A14.9.1.5. Refer to **Table A14.2** for qualifying DoD combat operations. The CSAF, in collaboration with CSO, designates future DoD combat operations that will qualify for the medal.

**Table A14.2. Remote Combat Effects Campaign Medal Eligible Operations.**

| OPERATION | DATES |
|---|---|
| ENDURING FREEDOM | 11 September 2001 – to be determined |
| IRAQI FREEDOM | 29 March 2003 – 31 August 2010 |
| NEW DAWN | 1 September 2010 – 31 December 2011 |
| NOMAD SHADOW | 5 November 2007 – to be determined |
| FREEDOM'S SENTINEL | 1 January 2015 – 31 August 2021 |
| INHERENT RESOLVE | 15 June 2014 – to be determined |
| ODYSSEY LIGHTNING | 1 August 2016 – 17 January 2017 |
| PACIFIC EAGLE-PHILIPPINES | 5 October 2017 – to be determined |
| OBSERVANT COMPASS | 1 October 2011 – 30 September 2017 |
| ENDURING SENTINEL | 1 September 2021 – to be determined |

A14.9.2. **Retroactive Award.** Retroactive award is not authorized prior to 11 September 2001.

A14.9.3. **Subsequent Awards.** The RCECM is only presented upon initial award. A separate bronze service star is worn on the medal suspension or ribbon to recognize each qualifying DoD combat operation in which the member participated for 1 or more days.

A14.9.4. **Authorized Device.** Bronze Service Star. Refer to **Attachment 16** for additional device guidance.

A14.9.5. **Order of Precedence.** The medal is worn after the MOVSM and before the Air and Space Campaign Medal.

A14.9.6. **Weighted Airman Promotion System.** Zero.

A14.9.7. **Approving Authority.** Member's current squadron commander (or civilian leader equivalent) and above.

A14.9.8. **Submission Procedures.** Nominations are submitted on an DAF Form 104 to the approval authority. Approved nominations are forwarded to the servicing military personnel flight for update of the members' personnel records. Requests for veterans and deceased members are submitted on an SF 180 to AFPC/DPSTTC for approval (see **paragraph 5.5**.).

**A14.10. Air and Space Campaign Medal (ASCM).** The medal was established by SecAF on 24 April 2002, to recognize DAF members who, after 24 March 1999, participated in or directly supported a significant U.S. military operation designated by CSAF or CSO, as qualifying for the medal.

**Figure A14.10. Air and Space Campaign Medal Illustration.**

A14.10.1. **Eligibility.**

A14.10.1.1. The ASCM will only be awarded to members who provided direct support for 30 consecutive or 60 non-consecutive days, to an ASCM operation, from home station or other areas outside a geographic area determined by the Joint Chiefs of Staff for eligibility for a DoD campaign medal.

A14.10.1.2. For the purpose of the ASCM, direct support is defined as:

A14.10.1.2.1. Deploying in support of an operation, or

A14.10.1.2.2. If at home station, performing functions or missions that historically were deployed forward, or entirely new and future missions, which due to technological advances, are no longer constrained by geographic location. This includes, but is not limited to, sortie generation, intelligence, surveillance, targeting, computer network attack operations, etc.

A14.10.1.3. The designated operations for the medal are listed in **Table A14.3**. Operations related to the War on Terrorism are not eligible for the ASCM.

A14.10.1.4. Under no condition will a member be awarded an ASCM and a DoD campaign or service medal for the same period of service. **(T-0)**

A14.10.2. **Award Category.** Service Medal (individual service award).

A14.10.3. **Subsequent Awards.** A service star is authorized for each designated operation in which the member participated.

A14.10.4. **Authorized Device.** Service Star. Refer to **Attachment 16** for additional device guidance.

**Table A14.3. Air and Space Campaign Medal Designated Operations.**

| OPERATION | DATES |
|---|---|
| ALLIED FORCE | 24 March 1999 - 10 June 1999 |
| NOBLE ANVIL | 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 and SHINING HOPE | 4 April 1999 - 10 July 1999 |
| ALLIED HARBOUR | 4 April 1999 - 1 September 1999 |
| Task Force HAWK | 5 April 1999 - 24 June 1999 |
| JOINT GUARDIAN | 11 June 1999 – 31 December 2013 |
| Task Force FALCON (coincides with Operation JOINT GUARD) | 11 June 1999 – 31 December 2013 |
| ODYSSEY DAWN | 26 February 2011 – 31 October 2011 |
| UNIFIED PROTECTOR | 26 February 2011 – 31 October 2011 |
| INHERENT RESOLVE (restricted eligibility; see note 1) | 1 April 2021 – to a date to be determined |
| ENDURING FREEDOM (includes suboperation SPARTAN SHIELD) (restricted eligibility; see note 1) | 1 April 2021 – to a date to be determined |
| **Note**:<br>1. Effective 1 April 2021, the ASCM is authorized to be awarded to those military members who were assigned or attached to the 727th Expeditionary Air Control Squadron and actively participated in the specified ASCM operation (in this table) for a period of 30 consecutive or 60 non-consecutive days, in support of U.S. Central Command missions. This eligibility is not retroactive prior to 1 April 2021 and ETPs are not authorized. | |

**A14.11. Nuclear Deterrence Operations Service Medal (NDOSM).** The medal was established by SecAF on 27 May 2014 to recognize DAF members who directly supported nuclear deterrence operations on or after 27 December 1991.

**Figure A14.11. Nuclear Deterrence Operations Service Medal Illustration.**

A14.11.1. **Eligibility.**

A14.11.1.1. The NDOSM (basic) may be awarded to members who, while assigned, attached, deployed, or mobilized to a unit (wing, center or below, and nuclear-certified controllers above wing level), provided support to the Nuclear Enterprise for 120 consecutive or 179 nonconsecutive days, and:

A14.11.1.1.1. The unit was subject to a Nuclear Inspection, or

A14.11.1.1.2. Performed duties in nuclear operations to include nuclear weapon storage facilities, nuclear command, control, and communication, cyber surety, security, safety, transportation, maintenance, facility management and maintenance, explosive ordnance disposal, aircrew certified for support to nuclear operations, weapons loaders, warning and attack assessment, personnel reliability program management, or research, development, and acquisition of nuclear systems.

A14.11.1.1.2.1. Effective 25 October 2018 (retroactive to 27 December 1991), the basic medal is expanded to include Command and Control Operations (1C3X1) enlisted members and their immediate supervisor or officer-in-charge (any career field), servicing in the nuclear command, control, and communication operations at the Joint Staff, Combatant Commands, and U.S. Air Forces in Europe Command Centers.

A14.11.1.1.2.2. Qualifying Combatant Command nuclear command, control, and communication operations are: U.S. Northern Command (EP4DF73D); all National Military Command Centers (HH38FP3L, HH38FP3M, HH38FP3N, HH4WFJS1); U.S. Pacific Command (HL3OF9ZC); U.S. Strategic Command's National Airborne Operations Center (OD3QFS9D), Airborne Command Post and Global Operations Center (OD3QFJ5N); U.S. European Command (PE3KFC1R); U.S. Air Forces in Europe Command Center (RF0DFLC8); U.S. Central Command (MA3CF9ZN); U.S. Special Operations Command (MA3DFBGC); and U.S. Transportation Command (SF3TF0HJ).

A14.11.1.2. The NDOSM may be awarded posthumously and may be presented to appropriate representatives of the deceased.

A14.11.1.3. Requests for establishment and designation of duty positions and mission profiles are submitted through command channels to the applicable MAJCOM, FLDCOM, FOA, or DRU Director of Operations for endorsement to AFPC/DP3SP (**afpc.dp3sp.workflow@us.af.mil**). AFPC/DP3SP will staff the request through AF/A1 or SF/S1 to AF/A10 for decision.

A14.11.1.4. Members of the other Military Departments are not authorized the NDOSM. **(T-0)**

A14.11.2. **Order of Precedence.** The medal is worn immediately after the ASCM and before the Overseas Ribbon Short Tour.

A14.11.3. **Approval Authority.** The member's current squadron commander (and above).

A14.11.4. **Award Category.** Service Medal (individual service award).

A14.11.5. **Subsequent Awards.**

A14.11.5.1. An oak leaf cluster is worn to denote subsequent awards. Subsequent awards are only authorized when a permanent change of station to a qualifying unit has occurred.

A14.11.5.2. Only one "N" device is worn, regardless of the number of qualifying assignments. When worn alone, the device is centered on the ribbon. When worn with oak leaf clusters, the "N" device is worn to the right of the oak leaf clusters on the ribbon.

A14.11.6. **Authorized Devices.**

A14.11.6.1. Oak Leaf Cluster.

A14.11.6.2. Nuclear "N" device. An "N" device is worn on the NDOSM for members who dispatched for 179 non-consecutive days, and:

A14.11.6.2.1. Within the missile complex in direct support of Intercontinental Ballistic Missile operations, performed duties in Missile Maintenance (21MX, 2M0XX), Munitions and Maintenance (2W0XX, 2W1XX, 2W2XX), Security Forces (31PX, 3P0XX), Services (3M0XX), Fuels (2F0XX), Transportation (2T1XX, 2T3XX), Civil Engineering (32EX, 3EXXX), Cyberspace Support (3D1X1, 3D1X2, 3D1X3, 3D100), Operations (11HXC, 13NX, 1A9X1, and13SX officers on or before 9 Feb 2013), Missile Facility Manager (8S000), or

A14.11.6.2.2. For nuclear laden aircraft: nuclear certified aircrew, aircraft maintenance technicians, munitions maintenance technicians, combat crew communications, nuclear certified controllers, and security forces performing guard duties.

A14.11.6.3. Refer to **Attachment 16** for additional device guidance.

**A14.12. Air and Space Overseas Ribbon (Short and Long Tour) (ASOR-L and ASOR-S).** The ASOR-L and ASOR-S were established on 12 October 1980 to recognize completion of an overseas tour. On 16 November 2020, SecAF approved the renaming of the Air Force Overseas Ribbon to the Air and Space Overseas Ribbon.

**Figure A14.12. Air and Space Overseas Ribbon (Short Tour) Illustration.**

**Figure A14.13. Air and Space Overseas Ribbon (Long Tour) Illustration.**

A14.12.1. **Eligibility.**

A14.12.1.1. Prior to 6 January 1986, the ribbon was awarded to regular Air Force, Air National Guard, and Air Force Reserve members credited with completion of an overseas tour on or after 1 September 1980. Regular Air Force, Air National Guard, and Air Force Reserve members serving on or after 6 January 1986, may reflect all DAF overseas tours credited during their career. On or after 20 December 2019, the ribbon may be awarded to Space Force members.

A14.12.1.2. For personnel who extended their original overseas tour and have entered into the extension or into an in-place consecutive overseas tour, award the respective ribbon when the member enters the extension or in-place consecutive overseas tour. Only one award for the entire period overseas is authorized unless the extension or in-place consecutive overseas tour results in the member being credited with another overseas tour.

A14.12.1.3. The short tour ribbon takes priority over the long tour ribbon when both are worn.

A14.12.1.4. Refer to DAFI 36-2110, *Total Force Assignments*, for short and long tour credit policy.

A14.12.2. **Award Category.** Service Medal (individual service award).

A14.12.3. **Subsequent Awards.**

A14.12.3.1. An oak leaf cluster is worn on either ribbon for subsequent awards, respectively.

A14.12.3.2. An "A" device is worn on the short tour ribbon upon completion of a short tour above the Arctic Circle and for service at Pituffik Space Base (formerly Thule Air Base), Greenland. Only one "A" device is worn, regardless of the number of Arctic tours completed.

A14.12.4. **Authorized Devices.** Oak Leaf Cluster and Arctic "A" device. Refer to **Attachment 16** for additional device guidance.

**A14.13. Air and Space Expeditionary Service Ribbon (ASESR).** The ribbon was established by SecAF on 18 June 2003, to recognize air expeditionary force deployed status. In April 2004, SecAF authorized the gold border to be affixed to the ribbon to represent participation in combat operations. On 16 November 2020, SecAF approved the renaming of the Air Force Expeditionary Service Ribbon to the Air and Space Expeditionary Service Ribbon.

**Figure A14.14. Air and Space Expeditionary Service Ribbon (Basic) Illustration.**

**Figure A14.15. Air and Space Expeditionary Service Ribbon (with Gold Border) Illustration.**

A14.13.1. **Eligibility.** The ribbon may be awarded to DAF members credited with completion of a contingency deployment after 1 October 1999. Under no condition will members receive the ASESR and another DoD or DAF campaign, expeditionary, or service medal or ribbon for the same period of service, unless authorized by DoD or SecAF. Deployment credit is defined as either 45 consecutive days or 90 nonconsecutive days in deployed status.

A14.13.1.1. ASESR with Gold Border. The ribbon with a gold border is awarded to members who met the criteria for the Air and Space Expeditionary Service Ribbon (Basic) and were engaged in conducting or supporting combat operations in a combat zone. A combat zone is defined as a geographic area designated by POTUS via an Executive Order, or a qualified hazardous duty area in which a member is receiving imminent danger or hostile fire pay.

A14.13.1.1.1. For award of the gold border members were assigned to an air expeditionary force plan identification or on contingency, exercise, deployment orders and in receipt of imminent danger pay or hostile fire pay, during the qualifying period of service.

A14.13.1.1.2. Aircrew members who engage in combat action were assigned on aeronautical orders in direct support of a combat zone. Combat action is defined as when a member is subject to hostile fire, explosion, or is engaged in employing lethal weapons (kinetic or non-kinetic).

A14.13.1.1.3. The deployment credit requirement may be waived for award of the ribbon with gold border, provided the member meets one of the following criteria:

A14.13.1.1.3.1. Be engaged in actual combat against the enemy and under circumstances involving grave danger of death or serious bodily injury from enemy actions.

A14.13.1.1.3.2. While participating in a designated operation is killed, wounded, or injured requiring medical evacuation from the combat zone.

A14.13.1.1.3.3. Be a regularly assigned crew member flying combat or combat support sorties into, out of, within, or over a combat zone.

A14.13.1.1.3.4. Employ a kinetic or non-kinetic weapon from outside the designated combat zone, in a combat operation.

A14.13.1.2. Permanent Party Members.

A14.13.1.2.1. Members assigned to air expeditionary units are eligible for the ribbon.

A14.13.1.2.2. Members assigned to air expeditionary task force units may be awarded the Air and Space Expeditionary Service Ribbon and the Air and Space Overseas Ribbon by meeting the 45 consecutive day requirement without adjustment to tour status. These same members may be awarded the ribbon with gold border provided they meet the eligibility criteria.

A14.13.2. **Award Category.** Expeditionary Medal.

A14.13.3. **Subsequent Awards.** An oak leaf cluster is worn to denote successful completion of additional qualifying deployments.

A14.13.4. **Authorized Devices.** Oak Leaf Cluster and Gold Border. Refer to **Attachment 16** for additional device guidance.

**A14.14. Air and Space Longevity Service Award (ASLSA).** The award was established on 25 November 1957. On 16 November 2020, SecAF approved the renaming of the Air Force Longevity Service Award to the Air and Space Longevity Service Award.

**Figure A14.16. Air and Space Longevity Service Award Illustration.**

A14.14.1. **Eligibility.**

A14.14.1.1. The award is authorized for active duty personnel based on an aggregate of 4 years of honorable active federal military service with any branch of the U.S. Armed Forces or Reserve components. Reserve Component members are credited with the award for each 4 years of satisfactory military service creditable to a reservist for retirement. Eligible categories include:

A14.14.1.1.1. Members of the Space Force and all members of the Air Force on active duty.

A14.14.1.1.2. Members of the Reserve Components not on active duty assigned to training category A, B, D, or H.

A14.14.1.1.3. A member who is a cadet or midshipman in one of the service academies provided the member graduates.

A14.14.1.1.4. Members of the Uniformed Services University of Health Sciences.

A14.14.1.2. Eligibility for the award was expanded on 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 award is not authorized for other categories.

A14.14.2. **Award Category.** Service Medal (individual service award).

A14.14.3. **Subsequent Awards.** An oak leaf cluster is worn for each additional 4 years of creditable service.

A14.14.4. **Authorized Device.** Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance.

**A14.15. Developmental Special Duty Ribbon (DSDR).** The ribbon was established by SecAF on 4 September 2014 to acknowledge the extraordinary commitment and dedication of present and future DAF members who serve in developmental special duties. These members experienced personal sacrifices well above their peers in other special duties and their direction was critical to molding and sustaining our future force. The ribbon is effective 4 September 2014 and is not retroactive prior to the establishment date. On 16 November 2020, SecAF approved the renaming of the Air Force Special Duty Ribbon to the Developmental Special Duty Ribbon.

**Figure A14.17. Developmental Special Duty Ribbon Illustration.**

A14.15.1. **Eligibility.**

A14.15.1.1. The ribbon is authorized for members who successfully complete a developmental special duty assignment, which may include consecutive assignments. This also applies to T-prefix (Training Instructor in core AFSC) special duty assignments for both officer and enlisted members.

A14.15.1.2. Qualifying officer developmental special duty assignments are: 80C0 (Commander, Cadet Squadron, U.S. Air Force Academy), 81C0 (Training Commander, Officer Training School), 81T0 (Instructor), 82A0 (Academic Program Manager). Refer to DAFI 36-2110 for a list of enlisted developmental special duties.

A14.15.1.2.1. DELETED

A14.15.1.2.2. DELETED

A14.15.1.3. Under no condition will a member be awarded a DSDR and an Air Force Recruiting Ribbon or Air Force Basic Military Training Instructor Ribbon for the same special duty assignment.

A14.15.1.4. Members of the Other Military Departments. The ribbon may be awarded to members of the other Military Departments after successful completion of a qualifying developmental special duty assignment while assigned or attached to a DAF unit. Refer to **paragraph 4.2.6**, for restrictions.

A14.15.2. **Submitting a Recommendation.** Nominations are submitted on the DAF Form 104 and verified by the commander, to the servicing military personnel flight.

A14.15.3. **Waivers.** Commanders may grant waivers to the tour length requirement if an individual cannot complete the tour for a valid reason.

A14.15.4. **Revocation.** Commanders may cancel authorization for those members who are eliminated from the special duty assignment for disciplinary reasons.

A14.15.5. **Order of Precedence.** The DSDR is worn immediately following the ASLSA.

A14.15.6. **Award Category.** Service Medal (individual service award).

A14.15.7. **Subsequent Awards.** An oak leaf cluster is awarded for successful completion of additional or consecutive special duty assignments.

A14.15.8. **Authorized Device.** Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance.

**A14.16. Air and Space Forces Enlisted Professional Military Education Graduate Ribbon.** The was established on 28 August 1962, to recognize in-residence graduates of certified noncommissioned officer professional military education schools.

**Figure A14.18. Air and Space Forces Enlisted Professional Military Education Graduate Ribbon Illustration.**

A14.16.1. **Eligibility.** There are four levels of professional military education authorized the Air and Space Forces Enlisted Professional Military Education Graduate Ribbon (see **paragraph A14.16.1.1**.). Refer to DAFI 36-2670, *Total Force Development*, for additional guidance on schools or courses. Effective 30 June 2017, the ribbon is authorized for:

A14.16.1.1. Graduates from each resident enlisted professional military education, to include:

A14.16.1.1.1. Airman Leadership School;

A14.16.1.1.2. Noncommissioned Officer Academy or Vosler Fellowship II;

A14.16.1.1.3. Air Force Senior Noncommissioned Officer Academy or Vosler Fellowship III; and

A14.16.1.1.4. Chief Master Sergeant Leadership Course (or an approved professional military education course of the other Military Departments).

A14.16.1.2. Air National Guard and Air Force Reserve members who complete equivalent distance learning (i.e., non-resident) or resident enlisted professional military education courses. **Note***:* Only one ribbon is authorized for the same course. Example: MSgt Smith completes Senior Noncommissioned Officer Academy by correspondence and then is selected and completes the in-residence Senior Noncommissioned Officer Academy course. MSgt Smith is only awarded one (1) ribbon for this course.

A14.16.2. **Restrictions.** The ribbon is not authorized for completion of:

A14.16.2.1. Local (base or unit offered) professional development seminars, courses, or classes.

A14.16.2.2. Professional military education distance learning courses, except as authorized in **paragraph A14.16.1.1**.

A14.16.3. **Award Category.** Service Medal (individual service award).

A14.16.4. **Subsequent Awards.** An oak leaf cluster is awarded for completion of each additional enlisted professional military education.

A14.16.5. **Authorized Device.** Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance.

**A14.17. Basic Military Training Honor Graduate Ribbon (BMTHGR).** The ribbon was established on 3 April 1976 and made effective on 30 July 1976.

**Figure A14.19. Basic Military Training Honor Graduate Ribbon Illustration.**

A14.17.1. **Eligibility.**

A14.17.1.1. The BMTHGR is awarded to basic military training honor graduates who have demonstrated excellence in all academic and military training phases.

A14.17.1.2. Specific requirements for honor graduates are established and published by basic military training and approved by Headquarters Air Education and Training Command.

A14.17.2. **Submitting a Recommendation.**

A14.17.2.1. Nominations are submitted by the military training instructor and endorsed by the school commander. No more than the top 10 percent of the daily graduates from each squadron (or equivalent unit) are designated as honor graduates.

A14.17.2.2. Members awarded the BMTHGR will receive a letter from the basic military training squadron commander. The member hand-carries the letter to the servicing military personnel flight for update in the member's military personnel records.

A14.17.3. **Award Category.** Service Medal (individual service award).

A14.17.4. **Subsequent Awards.** Members are only presented a ribbon upon initial award. Subsequent awarding is not authorized. **(T-1)**

A14.17.5. **Authorized Device.** None.

**A14.18. Small Arms Expert Marksmanship Ribbon (SAEMR).** The ribbon was established by SecAF on 28 August 1962 and made effective on 1 January 1963.

**Figure A14.20. Small Arms Expert Marksmanship Ribbon Illustration.**

A14.18.1. **Eligibility.** The SAEMR is awarded to regular Air Force, Air National Guard and Air Force Reserve members, who, after 1 January 1963, qualify as "Expert" with either the M-16 rifle (to include the M-4 and GAU-5) or an issued handgun on the Air Force qualification course, an appropriate orientation course prescribed in other Air Force Instructions, other Military Departments' qualification course, or who satisfactorily complete the Combat Rifle Program.

A14.18.1.1. Members who, after 22 June 1972, qualify as "Expert" with both the M-16 rifle (or M-4 or GAU-5) and an issued handgun, wear a bronze service star on the ribbon.

A14.18.1.2. On or after 20 December 2019, the ribbon may be awarded to USSF members.

A14.18.1.3. Refer to paragraph 5.11 in DAFI 36-2654, *Combat Arms Training and Maintenance (CATM) Program*, for qualification guidance.

A14.18.2. **Award Category.** Service Medal (individual service award).

A14.18.3. **Subsequent Awards.** Members are only presented a SAEMR upon initial award. There are no subsequent awards.

A14.18.4. **Authorized Device.** Bronze Service Star. Refer to **Attachment 16** for additional device guidance.

**A14.19. Air and Space Training Ribbon (ASTR).** The ribbon was authorized by CSAF on 12 October 1980. On 16 November 2020, SecAF approved the renaming of the Air Force Training Ribbon to the Air and Space Training Ribbon.

**Figure A14.21. Air and Space Training Ribbon Illustration.**

A14.19.1. **Eligibility.** The ASTR is awarded to USAF members upon completion of initial accession training (basic military training, officer training school, reserve officers training corps, etc.) after 14 August 1974. In December 1986, the criteria expanded and authorized the ribbon to anyone who was on active duty in December 1986, regardless of when they completed initial accession training. On or after 20 December 2019, the ribbon may be awarded to USSF members.

A14.19.2. **Restriction.** Completion of technical training, career developmental courses, and the other Military Departments' basic training accession programs do not qualify for the ASTR.

A14.19.3. **Award Category.** Service Medal (individual service award).

A14.19.4. **Subsequent Awards.** An oak leaf cluster is worn to denote completion of later accession training.

A14.19.5. **Authorized Device.** Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance.

## Attachment 15

## PREVIOUS ERA CAMPAIGN, EXPEDITIONARY AND SERVICE AWARDS

**A15.1. General Information.** Campaign and service awards listed in this attachment were previously authorized by DoD or DAF to recognize a member for participation in a campaign, period of war, national emergency, expedition, or a specified significant peacetime military operation or service. The awards in this attachment are listed in alphabetical order.

**A15.2. Air Force Basic Military Training Instructor Ribbon.** The ribbon was established to recognize certain military training instructors from 7 December 1998 to 3 September 2014.

**Figure A15.1. Air Force Basic Military Training Instructor Ribbon Illustration.**

A15.2.1. **Eligibility.**

A15.2.1.1. The ribbon is authorized for Basic Military Training Instructors (includes SDI 8B000 – Basic Military Training and Air Force Officer Training School) for a tour of duty as a military training instructor. The period of eligibility for the ribbon is 7 December 1998 to 3 September 2014.

A15.2.1.2. Graduates of the Military Training Instructor School on or after 4 September 2014 are recognized with a DSDR upon successful completion of a tour of duty as a military training instructor.

A15.2.1.3. Exception. The 12-month tour length requirement for the Air Force Basic Military Training Instructor Ribbon is waived for members authorized temporary wear of the ribbon on or before 3 September 2014; these members may be awarded permanent wear of the Air Force Basic Military Training Instructor Ribbon.

A15.2.2. **Eligibility On or Before 3 September 2014.**

A15.2.2.1. The ribbon is presented upon graduation from Military Training Instructor School, and wear of the ribbon becomes permanent after successful completion of at least 12 months of duty as a military training instructor.

A15.2.2.2. The Commander of the 737th Training Group may waive the minimum qualifying tour length if a member cannot complete the tour for a valid reason. The commander may also cancel authorization to wear the ribbon for those who are eliminated from the military training instructor program for disciplinary reasons.

A15.2.2.3. The authorization to wear the ribbon is retroactive for any member who successfully completed 12 months duty as a military training instructor and is currently on active duty or a member of the Air Force Reserve or Air National Guard as of 7 December 1998.

A15.2.2.4. Technical school training instructors are not eligible for this ribbon.

A15.2.3. **Award Category.** Service Medal (individual service award).

A15.2.4. **Subsequent Awards.** An oak leaf cluster is awarded for an additional three years of military training instructor duty following the basic tour of 3 (prior to 21 November 1994) or 4 years (on or after 21 November 1994).

A15.2.5. **Authorized Device.** Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance.

**A15.3. Air Force Recruiter Ribbon.** The Air Force Recruiter Ribbon was established to recognize Air Force recruiters from 21 June 2000 to 3 September 2014.

**Figure A15.2. Air Force Recruiter Ribbon Illustration.**

A15.3.1. **Eligibility.**

A15.3.1.1. The ribbon is awarded to USAF members (officer (83R0) and enlisted (8R000)) upon successful completion of recruiting duty. The period of eligibility for the ribbon is 21 June 2000 to 3 September 2014.

A15.3.1.2. Completion of recruiting duties on or after 4 September 2014 is recognized with a DSDR.

A15.3.1.3. Exception. The 36-month tour length requirement for the Air Force Recruiter Ribbon is waived for members who served at least 24 months in a recruiting duty as of 3 September 2014. These members may be awarded the Air Force Recruiter Ribbon.

A15.3.2. **Eligibility.**

A15.3.2.1. Wear of the ribbon becomes permanent after successful completion of 36 months of duty as an Air Force Recruiter.

A15.3.2.2. Service from 21 September 2006 through 3 September 2014, members are authorized to wear the Air Force Recruiting Ribbon upon 3-years of successful recruiting duty.

A15.3.2.3. Service from 21 June 2000 through 20 September 2006, members are authorized to wear the Air Force Recruiting Ribbon on a temporary basis while performing recruiting duty immediately upon graduation from Air Force Recruiting School.

A15.3.3. **Approval Authority.**

A15.3.3.1. Members with prior duty in SDI 8R000 may request authorization to permanently wear the Air Force Recruiter Ribbon through their unit commander to the Air Force Recruiting Service. The Air Force Recruiting Service approves the ribbon provided the member meets the eligibility criteria; however, no WAPS points will be retroactively awarded.

A15.3.3.2. 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 noncommissioned officers, and information management noncommissioned officers.

A15.3.4. **Waivers.** The Commander of Air Force Recruiting Service may waive the minimum qualifying tour length if a member cannot complete the tour for a valid reason.

A15.3.5. **Revocation.** The Commander of Air Force Recruiting Service may cancel authorization for members who are eliminated from the recruiter program for disciplinary reasons.

A15.3.6. **Award Category.** Service Medal (individual service award).

A15.3.7. **Subsequent Awards.** An oak leaf cluster is awarded for every 3 additional years of recruiting duty.

A15.3.8. **Authorized Device.** Oak Leaf Cluster. Refer to **Attachment 16** for additional device guidance.

**A15.4. American Campaign Medal.**

**Figure A15.3. American Campaign Medal.**

A15.4.1. The medal was established by EO 9265, and announced in War Department Bulletin 56, 1942, and amended by EO 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:

A15.4.1.1. On permanent assignment outside the continental limits of the U.S.

A15.4.1.2. 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.

A15.4.1.3. Outside the continental limits of the U.S. in a passenger status or on temporary duty for 30 consecutive days or 60 nonconsecutive days.

A15.4.1.4. 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 service member actually participated in combat.

A15.4.1.5. Within the continental limits of the U.S. for an aggregate period of 1 year.

A15.4.2. The boundaries of the American Theater are as follows:

A15.4.2.1. 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.

A15.4.2.2. 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.

A15.4.3. **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. **(T-0)** Refer to **Attachment 16** for additional device guidance.

## A15.5. American Defense Service Medal.

**Figure A15.4. American Defense Service Medal.**

A15.5.1. The American Defense Service Medal was established by EO 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.

A15.5.2. **Authorized Devices.**

A15.5.2.1. "Foreign Service" Clasp. Worn on the American Defense Service Medal to denote service outside of the continental limits of the U.S., 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 U.S.

A15.5.2.2. A service star is worn on the service ribbon to denote possession of the "Foreign Service" clasp.

A15.5.2.3. Refer to **Attachment 16** for additional device guidance.

**A15.6. Army Good Conduct Medal.** The medal is awarded only to enlisted Air Force members from 28 July 1954 to 31 May 1963, for "exemplary conduct" (exemplary behavior, efficiency, and fidelity), while in active service of the U.S.

**Figure A15.5. Army Good Conduct Medal.**

A15.6.1. The medal recognized enlisted members who honorably completed three continuous years of active military service. Members must have demonstrated a positive attitude toward the Air Force and their jobs. **(T-1)**

A15.6.2. **Authorized Device.** Clasp with Loops. Refer to **Attachment 16** for additional device guidance.

**A15.7. Army of Occupation Medal.** The medal was established by the Secretary of War in 1946.

**Figure A15.6. Army of Occupation Medal.**

A15.7.1. The medal is awarded for 30 consecutive days service at a normal place of duty while assigned to or serving with the U.S. Occupation Forces during the timeframe after World War II.

A15.7.2. 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, may 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.

A15.7.3. Eligible locations and timeframes other than mentioned above include:

A15.7.3.1. 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" may also qualify the service member for the Army of Occupation Medal.

A15.7.3.2. Army of Occupation of Austria: Military service between 9 May 1945 and 27 July 1955.

A15.7.3.3. Army of Occupation of Berlin: Military service between 9 May 1945 and 2 October 1990.

A15.7.3.4. 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.

A15.7.3.5. 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 may not be counted in determining eligibility.

A15.7.3.6. Army of Occupation of Korea: Military service between 3 September 1945 and 29 June 1949.

A15.7.4. The term “normal place of duty” excludes from eligibility those personnel who were performing TDY, inspector, visitor, courier, escort, passenger, attached service, or merely in a transient status.

A15.7.5. **Authorized Devices.** Berlin Airlift device and Army of Occupation Clasp. Refer to **Attachment 16** for additional device guidance.

**A15.8. Asiatic-Pacific Campaign Medal.** The medal was established by EO 9265, and announced in War Department Bulletin 56, 1942, and amended by EO 9706, 15 March 1946.

**Figure A15.7. Asiatic-Pacific Campaign Medal.**

A15.8.1. The medal is awarded for service within the Asiatic-Pacific Theater between 7 December 1941 and 2 March 1946 under any of the following conditions:

A15.8.1.1. On permanent assignment in the Asiatic-Pacific Theater.

A15.8.1.2. In a passenger status or on temporary duty for 30 consecutive or 60 nonconsecutive days.

A15.8.1.3. 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 service member actually participated in combat.

A15.8.2. The boundaries of the Asiatic-Pacific Theater are as follows:

A15.8.2.1. Eastern Boundary: Coincides with the western boundary of the American Theater.

A15.8.2.2. 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.

A15.8.3. **Authorized Devices.**

A15.8.3.1. A service star is authorized to indicate participation in certain engagements with the enemy.

A15.8.3.2. 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.

A15.8.3.3. Refer to **Attachment 16** for additional device guidance.

**A15.9. European-African-Middle Eastern Campaign Medal.** The European-African-Middle Eastern Campaign Medal was established by EO 9265, announced in War Department Bulletin 56, 1942, and amended by EO 9706, 15 March 1946.

**Figure A15.8. European-African-Middle Eastern Campaign Medal.**

A15.9.1. The medal is awarded for service within the European-African-Middle Eastern Theater between 7 December 1941 and 8 November 1945.

A15.9.2. The boundaries of the European-African-Middle Eastern Theater are as follows:

A15.9.2.1. The eastern boundary coincides with the western boundary of the Asiatic-Pacific Theater.

A15.9.2.2. The western boundary coincides with the eastern boundary of the American Theater.

A15.9.3. One bronze service star is authorized for each campaign under the following conditions:

A15.9.3.1. Assigned or attached to, and present for duty with, a unit during the period in which it participated in combat.

A15.9.3.2. Under orders in the combat zone and in addition meets any of the following requirements:

A15.9.3.2.1. Awarded a combat decoration.

A15.9.3.2.2. Furnished a certificate by a commanding general of a corps, higher unit, or independent force that the service member actually participated in combat.

A15.9.3.2.3. Served at a normal post of duty, as opposed to occupying the status of an inspector, observer, or visitor.

A15.9.3.2.4. 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.

A15.9.3.3. 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.

A15.9.3.4. Prisoners of war are not accorded credit for the time spent in confinement or while otherwise in restraint under enemy control. **(T-0)**

A15.9.4. **Authorized Devices.** Service Star and Arrowhead device. Refer to **Attachment 16** for additional device guidance.

**A15.10. Korean Service Medal.**

**Figure A15.9. Korean Service Medal.**

A15.10.1. The Korean Service Medal 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 publication includes the areas that encompass North and South Korea, Korean waters, the air over North and South Korea, and the air over Korean waters.

A15.10.2. 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 (refer to **Table A15.1**.).

A15.10.3. 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. **(T-0)**

A15.10.4. **Authorized Devices.**

A15.10.4.1. A service star is authorized for each campaign under the following conditions:

A15.10.4.1.1. Assigned or attached to and present for duty with a unit during the period in which it participated in combat.

A15.10.4.1.2. Under orders in the combat zone and in addition meets any of the following requirements:

A15.10.4.1.2.1. Awarded a combat decoration.

A15.10.4.1.2.2. Furnished a certificate by a commanding general of a corps, higher unit, or independent force that the service member actually participated in combat.

A15.10.4.1.2.3. Served at a normal post of duty (as contrasted to occupying the status of an inspector, observer, or visitor).

A15.10.4.1.2.4. Aboard a vessel other than in a passenger status and furnished a certificate by the home port commander of the vessel that the service member served in the combat zone.

A15.10.4.1.3. 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. Prisoners of war will not be accorded credit for the time spent in confinement or while otherwise in restraint under enemy control. **(T-0)**

A15.10.4.2. An arrowhead device is 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. Contact AFPC/DPSTTC

(**afpc.dpsttc.recognitionprocess@us.af.mil**) for a listing of entitled Air Force units or the unit award database (**http://access.afpc.af.mil/AwardsDMZnet40/default.aspx**).

A15.10.4.3. Refer to **Attachment 16** for additional device guidance.

**Table A15.1. Korean Service Medal Designated U.S. Military Operations.**

| CAMPAIGN | DATES |
|---|---|
| UN Defensive | 27 June 1950 - 15 September 1950 |
| UN Offensive | 16 September 1950 - 2 November 1950 |
| Chinese Communist Forces | 3 November 1950 - 24 January 1951 |
| First UN Counteroffensive | 25 January 1951 - 21 April 1951 |
| Chinese Communist Forces | 22 April 1951 - 8 July 1951 |
| UN 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 |

**A15.11. Medal for Humane Action.** The medal was authorized by an Act of Congress on 20 July 1949 (63 Stat 477).

**Figure A15.10. Medal for Humane Action.**

A15.11.1. The medal is awarded to members of the U.S. Armed Forces 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. **(T-0)**

A15.11.2. The boundaries of the Berlin Airlift Operations area are as follows:

A15.11.2.1. Northern Boundary: 54th parallel north latitude.

A15.11.2.2. Eastern Boundary: 14th meridian east longitude.

A15.11.2.3. Southern Boundary: 48th parallel north latitude.

A15.11.2.4. Western Boundary: 5th meridian west longitude.

A15.11.3. 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.

A15.11.4. **Authorized Device.** None.

**A15.12. Southwest Asia Service Medal.** The Southwest Asia Service Medal is awarded to all members of the U.S. Armed Forces 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 10 degrees N. latitude and west 68 degrees E. longitude, as well as the total land areas of Iraq, Kuwait, Saudi Arabia, Oman, Bahrain, Qatar, and the United Arab Emirates.

**Figure A15.11. Southwest Asia Service Medal.**

A15.12.1. 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 are also eligible for the Southwest Asia Service Medal.

A15.12.2. To be eligible, a service member must have been 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 served 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 for 30 consecutive days or 60 nonconsecutive days. **(T-0)** These time limitations may be waived for people participating in actual combat operations.

A15.12.3. **Authorized Device.** A service star is authorized for each campaign listed in **Table A15.2**. Refer to **Attachment 16** for additional device guidance.

**Table A15.2. Southwest Asia Service Medal 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 |
| Operation PROVIDE COMFORT | 1 June 1991 – 30 November 1995 |

**A15.13. Vietnam Service Medal.** The Vietnam Service Medal is awarded to any member of the U.S. Armed Forces 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.

**Figure A15.12. Vietnam Service Medal.**

A15.13.1. To qualify for award of the Vietnam Service Medal a member must meet one of the following qualifications (T-0):

A15.13.1.1. Be attached to or regularly serve for 1 or more days with an organization participating in or directly supporting military operations.

A15.13.1.2. Be attached to or regularly serve for 1 or more days aboard a naval vessel directly supporting military operations.

A15.13.1.3. Actually participate as a crewmember in one or more aerial flights into airspace above Vietnam and contiguous waters directly supporting military operations.

A15.13.1.4. 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.

A15.13.2. No person is entitled to more than one award of the Vietnam Service Medal.

A15.13.3. Members who qualified for the AFEM for reason of service in Vietnam between 1 July 1958 and 3 July 1965 (inclusive) remains qualified for that medal. Upon request, any such member may be awarded the Vietnam Service Medal instead of the AFEM. In such instances, the AFEM is deleted from the list of authorized medals in personnel records. No person is entitled to both awards for service in Vietnam.

A15.13.4. 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 member may be issued both medals for service in Vietnam.

A15.13.5. 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 degrees East longitude; thence, southward to 18 degrees; North latitude, 108 degrees; 15 degrees East longitude; thence southeastward to 17 degrees 30 degrees 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 degrees North latitude, 103 degrees East longitude, thence northeastward to 10 degrees 15 degrees North latitude, 104 degrees 27 degrees East longitude; thence northward to a point on the West Coast of Vietnam at the juncture of Vietnam with Cambodia.

A15.13.6. Authorized Device. Service Star. A service star is authorized for each campaign (see **Table A15.3** and **Attachment 16**) under the following conditions:

A15.13.6.1. Assigned or attached to and present for duty with a unit during the period in which it participated in combat.

A15.13.6.2. Under orders in the combat zone and in addition meets any of the following requirements:

A15.13.6.2.1. Awarded a combat decoration.

A15.13.6.2.2. Furnished a certificate by a commanding general of a corps, higher unit, or independent force that the service member actually participated in combat.

A15.13.6.2.3. Served at a normal post of duty (as contrasted to occupying the status of an inspector, observer, or visitor).

A15.13.6.2.4. Aboard a vessel other than in a passenger status and furnished a certificate by the home port commander of the vessel that the service member served in the combat zone.

A15.13.6.3. 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.

**Table A15.3. Vietnam Service Medal Designated Campaigns.**

| CAMPAIGN | DATES |
|---|---|
| Vietnam Advisory Campaign | 15 March 1962 - 7 March 1965 |
| 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 |

**A15.14. Women's Army Corps Service Medal.** The medal was established by EO 9365 and promulgated in War Department Bulletin 17, 1943.

**Figure A15.13. Women's Army Corps Service Medal.**

A15.14.1. The medal was awarded to female members of the Army for military service under either of the following:

A15.14.1.1. In the Women's Army Auxiliary Corps between 10 July 1942 and 31 August 1943.

A15.14.1.2. In the Women's Army Corps between 1 September 1943 and 2 September 1945.

A15.14.2. The medal was worn after the American Defense Service Medal and before the American Campaign Medal.

A15.14.3. 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.

A15.14.4. **Authorized Device.** None.

**A15.15. World War II Victory Medal.** The medal was established by an act of Congress on 6 July 1945.

**Figure A15.14. World War II Victory Medal.**

A15.15.1. The medal was awarded to all members of the U.S. Armed Forces 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.

A15.15.2. **Authorized Device.** None.

## Attachment 16

## DEVICES

**A16.1. General Information.** The devices consist of ribbon bars, discs, rosettes, oak leaf cluster, stars, clasps, and devices. Refer to Table 2.3 in DAFI 36-2803 for the devices authorized on personal military decorations.

**A16.2. Antarctica Service Medal Clasp and Disc.**

A16.2.1. The clasp is a bronze, gold, or silver bar, 1/4 inch wide and 1 1/2 inches long bearing the words "WINTERED OVER". Personnel who stay on the Antarctic continent during the winter months (March through October) are eligible to wear a bronze clasp with the words “Wintered Over” on the suspension ribbon of the medal. A gold clasp is authorized for the second wintering-over period, and a silver clasp is worn to denote the third or subsequent wintering-over period. Only one clasp is worn on the suspension ribbon of the medal.

A16.2.2. The disc for the Antarctic Service Medal ribbon bar is a bronze, gold, or silver disc, 5/16 inch in diameter containing the Antarctica continent's outline. The first wintered-over period is denoted by wearing a bronze disk on the Antarctic Service Medal ribbon bar. A gold disk is worn in lieu of the bronze disk to designate the second wintered-over period. A silver disk is worn in lieu of the gold disk to designate a third or subsequent wintered-over period. Only one disk may be worn on the Antarctic Service Medal ribbon bar.

**A16.3. Arctic "A" Device.** A metallic, bronze letter "A" that is worn on the ASOR-S for completion of a short tour above the Arctic Circle and for service at Pituffik Space Base (formerly Thule Air Base), Greenland. The “A” device is awarded to regular Air Force, Air National Guard, and Air Force Reserve members, serving on duty as of 10 February 2002, regardless of the date of tour completion. When worn alone, the device is centered on the short tour ribbon. When worn with oak leaf clusters, the “A” device is worn to the right of the oak leaf clusters on the ribbon. Only one “A” device is worn, regardless of the number of Arctic tours completed.

**A16.4. Army of Occupation Clasp.** 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 is worn to represent service with U.S. Occupation Forces in Germany, Italy, or Austria. The “Japan” clasp is worn to represent service with U.S. Occupation Forces in Japan or Korea.

**A16.5. Arrowhead Device.** The arrowhead is a bronze replica of a Native American arrowhead, 1/4 inch high and 1/8 inch wide, and is tied directly to assault landing credit awarded to a unit. The arrowhead device denotes 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. Refer to **paragraph A10.5**.

A16.5.1. **Unit Entitlement.** An arrowhead device is stitched on the applicable campaign streamer for those units awarded assault landing credit.

A16.5.2. **Individual Member Entitlement.** An arrowhead device is worn on the applicable campaign or service medal for eligible service members. Wear the device on both the service and suspension ribbons of applicable campaign or service medal. 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.

**A16.6. Berlin Airlift Device.** The Berlin Airlift device is awarded for members with 90 or more consecutive days of service between 26 June 1948 and 30 September 1949, while assigned or attached to a unit designated in Air Force orders for participation in the Berlin Airlift. The device is 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.

**A16.7. Campaign Star.** Refer to **paragraph A16.15**.

**A16.8. Combat "C" Device.** Established by the SECDEF on 7 January 2016. The "C" device is affixed to certain decorations to denote exceptionally meritorious service or achievement performed under combat conditions on or after 7 January 2016 (this is not retroactive prior to this date). Refer to Table 2.3 in DAFI 36-2803 for authorized decorations.

A16.8.1. The device is only authorized if the service or achievement was performed while the service member was personally exposed to hostile action, or was at significant risk of exposure to hostile action:

A16.8.1.1. While engaged in action against an enemy of the U.S.;

A16.8.1.2. While engaged in military operations involving conflict with an opposing foreign force; or

A16.8.1.3. 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.

A16.8.2. The "C" device is not authorized for wear on the BSM, as each award is understood to have occurred while exposed to hostile action or under significant risk of hostile action. **(T-0)**

A16.8.3. Award of the "C" device is determined solely on the specific circumstances under which the service or achievement was performed. The award is not determined by geographic location.

A16.8.3.1. The fact that the service was performed in a combat zone, a combat zone tax exclusion area, or an area designated for imminent danger pay, hostile fire pay, or hostile duty pay, is not sufficient to qualify for the "C" device.

A16.8.3.2. The service member must have been personally exposed to hostile action or under significant risk of hostile action. **(T-0)**

A16.8.3.3. Grade will not be a factor in determining whether the "C" device is warranted, nor will any quotas, official or unofficial, be established limiting the number of "C" devices authorized for a given combat engagement, a given operation, or cumulatively within a given expanse of area or time. **(T-0)**

A16.8.4. **Exception to Policy.** The "C" device criteria is set by the Office of the Secretary of Defense. Exceptions are routed through command channels to the MAJCOM or FLDCOM commander or deputy commander for endorsement to AFPC/DP3SSP (**afpc.dp3sp.workflow@us.af.mil**). AFPC/DP3SSP will staff the request through CSAF and CSO, for SecAF endorsement to Under Secretary of Defense for Personnel Policy. Requests must detail the circumstances which exist that may warrant an exception.

**A16.9. 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.

**A16.10. 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. Refer to **paragraph A16.12** for subsequent awards of the "M" device.

**A16.11. Nuclear "N" Device.** A metallic, bronze letter "N" that represents duties performed within a missile complex in direct support of Intercontinental Ballistic Missile operations or in direct support of nuclear laden aircraft. Only one "N" device is worn, regardless of the number of qualifying assignments. When worn alone, the device is centered on the ribbon. When worn with oak leaf clusters, the "N" device is worn to the wearer's right of the clusters.

**A16.12. Numeral Device.** A numeral device represents the number of times the Mobilization "M" device has been awarded. For first award of the "M" device, no number is worn. Refer to **paragraph A16.10**.

**A16.13. 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 U.S. military decorations and appropriate service ribbon bars as denoted in this publication. **Note**: Oak leaf clusters are not authorized on LOM medals awarded to foreign military personnel. **(T-0)**

**A16.14. Remote "R" Device.** Established by the SECDEF on 7 January 2016. The "R" device is affixed to certain decorations to denote direct hands-on employment of a weapon system that had a direct and immediate impact on a combat operation or other military operation (i.e., outcome of an engagement or specific effects on a target), including Title 10 USC, support of non-Title 10 operations, and operations authorized by an approved execute order.

A16.14.1. To be designated as such, the action must have been performed through any domain, in circumstances that did not expose the individual to hostile action, or place him or her at significant risk of exposure to hostile action, on or after 7 January 2016, under one of the following conditions **(T-0)**:

A16.14.1.1. While engaged in military operations against an enemy of the U.S.;

A16.14.1.2. While engaged in military operations involving conflict against an opposing foreign force; or,

A16.14.1.3. While serving with friendly foreign forces engaged in military operations with an opposing armed force in which the U.S. is not a belligerent party.

A16.14.2. **Eligibility.**

A16.14.2.1. Qualifying Career Fields. The "R" device may be awarded to members who, during the period of the act, served in the remotely piloted aircraft; cyber; space; or Intelligence, Surveillance, and Reconnaissance career fields on or after 7 January 2016 (this is not retroactive prior to this date).

A16.14.2.2. Basis for a Decoration with “R” device.

A16.14.2.2.1. The “R” device is only authorized on personal military decorations for specific meritorious achievement. The “R” device is not authorized on medals awarded for sustained meritorious service (e.g., end-of-tour or retirement decorations). **(T-0)**

A16.14.2.2.2. Recognition for direct and immediate impact shall be based on the merit of the individual's actions, the basic criteria of the decoration, and the "R" device criteria.

A16.14.2.2.3. Performance of a normal duty or accumulation of minor acts will not justify the "R" device. The act must have been: performed in a manner significantly above that normally expected and sufficient to distinguish the individual above members performing similar acts.

A16.14.2.2.4. A decoration should only be recommended in cases where the event clearly merits special recognition of the action (i.e., achieving a strategic objective or saving of lives on the ground).

A16.14.3. **Exception to Policy.** Requests will be routed through command channels to the MAJCOM or FLDCOM commander or deputy commander for endorsement to AFPC/DPSTTC. AFPC/DPSTTC will submit exception to policy requests to the Secretary of the Air Force Decorations Board. Exception to policy requests must detail the circumstances which exist that may warrant an exception.

**A16.15. Service Star.** This device is also called a campaign star. It is a bronze or silver five-pointed star, 3/16 inches in diameter, worn on the suspension and ribbon. Wear a silver star in lieu of five bronze stars.

A16.15.1. Worn on the campaign or service medals to show participation. Refer to **Chapter 4**.

A16.15.2. Worn on the AFEM and Humanitarian Service Medal to show participation in additional operations.

A16.15.3. Worn on the POW Medal and National Defense Service Medal to show an additional award.

A16.15.4. Worn on the SAEMR to indicate qualification on both the rifle and handgun.

A16.15.5. Worn on the OAYR to show selection as one of the Outstanding Airmen of the Year.

A16.15.6. One bronze campaign star is worn on the suspension and campaign ribbon of the Afghanistan Campaign Medal and Iraq Campaign Medal for one or more days of participation in each designated campaign phase. **(T-0)** Refer to paragraphs **A13.7 and A13.8** for designated campaign phases and inclusive periods.

**A16.16. Valor "V" Device.** The “V” device is worn to denote valor, an act or acts of heroism by an individual above what is normally expected while engaged in direct combat with an enemy of the U.S, or an opposing foreign or armed force, with exposure to enemy hostilities and personal risk.

A16.16.1. Eligibility for the “V” device for a contingency deployment operation is dependent upon the area being declared a hostile environment by the Chairman, Joint Chiefs of Staff, or hostile acts identified by the unified commander or higher authority.

A16.16.2. The “V” device may be awarded for a single event, such as a terrorist act, isolated combat-type incident, etc. The device is not awarded for normal peacetime achievements or service. **(T-0)**

A16.16.3. Effective 7 January 2016, the “V” device may only be authorized for award with the DFC, BSM, AM, and ASCOM. The "V" device is not authorized on any other ribbon or medal. **(T-0)**

A16.16.3.1. The “V” device was authorized with the ASAM for acts that occurred between 11 January 1996 and 6 January 2016. **(T-0)**

A16.16.3.2. Effective 1 January 2014, the “V” device is no longer authorized for award with a DAF unit award. **(T-0)**

A16.16.3.3. On 3 June 2004, the "V" device was authorized for wear on the DFC awarded for heroism on or after 18 September 1947. Members awarded the DFC for heroism prior to 21 October 2004 are authorized to affix the "V" device on the service ribbon; however, the decoration elements and separation documents will not be re-accomplished to reflect the entitlement.

A16.16.4. **Exception to Policy.** The “V” device criteria is set by the Office of the Secretary of Defense. Exceptions are routed through command channels to the MAJCOM or FLDCOM commander or deputy commander for endorsement to AFPC/DP3SSP (**afpc.dp3sp.workflow@us.af.mil**). AFPC/DP3SSP will staff the request through CSAF and CSO, for SecAF endorsement to Under Secretary of Defense for Personnel Policy. Requests must detail the circumstances which exist that may warrant an exception.